

# New Real Estate Agent Guide: Handling Your First Commission Check

So, you've just received your first commission check. Congratulations! Before you go out and spend it all, follow these steps to ensure you are saving for the future and setting yourself up for success.



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## Set Up a Business Account

When mixing your personal and business finances into one account, it's all too easy to spend it all on personal items only to find out you've budgeted no money for marketing or other business expenses. Set up a business account from day one so that your finances are always separate, and you can ensure you are always sticking to your budget.

2



## Set Aside Money for Taxes

When you don't receive a formal paycheck, it's easy to forget about setting money aside for your taxes! You don't want to get to the end of the year and learn you don't have enough. Set up a savings account for your taxes and as soon as you receive a commission check, transfer a consistent percentage into the account.

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## Give Yourself a Salary

Only after you have set aside money for your business expenses and taxes should you pay yourself a salary. Be sure to keep it consistent so that you can accurately stick to the home budget you've already set. If you happen to have a surplus, transfer it straight into savings!

### Top Tip!



Set a transaction goal for yourself to know how much money you will need to make in order to pay all of your expenses. Find the average home sale in your local market, research the average commission and then multiply the number of transactions you will need to close.

For more tips on how to manage your money, register for **100 Days to Greatness** training course. You'll learn how to avoid the common mistakes agents make and the winning financial strategies! Learn more at [buffiniandcompany.com/100Days](http://buffiniandcompany.com/100Days)