

Commission Deductions

On Agreement

- Deduct commission at source only with prior arrangement or justifiable cause, e.g. full pre-payment
- Advise the supplier of the amounts deducted
- Follow invoicing procedures for reconciliation as set out by HMRC
- When mutually agreed commission can be deducted from any payment to the same property (NOT across chain or brand)

Prior arrangement is required to deduct commission at source

Agent

- An invoice for the deducted amount should have already been raised and sent to the property
- If requested a copy must be sent
- Deduction should be clearly detailed on the remittance or payment advice

Agents could withhold payments to a property as leverage if commission is owned by other properties in a group or chain

Collaboration

- Commission deduction on deposits to be agreed between venue and agent at proposal and contract stage
- Deduction of Commission when Full Pre-Payment is required, and being paid by the agent

Communication & prompt payments

