



## How to Give Back Using Greensheets

One of the hallmarks of this company, where associates so gladly serve, is caring. It is about how we care for our clients, our families, our communities, and how we take care of each other. It is in our hearts to continue to grow this special culture of caring that has had such a powerful impact on those who receive KW Cares support, and also on those who make it possible.

There are several ways you can donate with each transaction. Please watch the following [video tutorial](#) and follow along below with the step-by-step sheet on how to contribute through a Greensheet to support KW family members when they need help most.

## Giving through Greensheets

1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
2. Choose **+Create a Greensheet** in the top right corner and then complete your General Information

The screenshot displays the 'KW GREENSHEET' interface. At the top, there is a navigation bar with 'Dashboard', '+ Create a Greensheet', 'Find a Greensheet', and 'KWLS'. Below this, a sidebar on the left contains a menu with options like 'Printable View', 'Help Documentation', and 'KW Cares Opt Out'. The main content area is titled 'GREENSHEET Contract to Close' and features buttons for 'Submit to MCA', 'Save for Later', and 'Reset Form'. The 'GENERAL INFORMATION' section is highlighted with a red border and contains the following fields:

- Where are your Documents? Command or Dotloop? \***: [Text input field]
- Submitted by:** Jay Cermak
- Greensheet Type: \***: Residential (dropdown)
- Contract Date: \***: [Date input field]
- Close Date: \***: [Date input field]
- Transaction**
  - Type: \***: [Select] (dropdown)
  - Class: \***: [Select] (dropdown)
  - Listing Source:**: [Select] (dropdown)
  - Property Type: \***: [Select] (dropdown)
  - Distressed Type:**: [Select] (dropdown)
  - Buyer Source:**: [Select] (dropdown)
- Property**
  - MLS#:** [Text input field]
  - MLS Area:** [Text input field]
  - Street#: \***: [Text input field]
  - Street Name: \***: [Text input field]
  - Line 2:** [Text input field]
  - Unit Number:** [Text input field]
  - City: \***: [Text input field]
  - State/Province: \***: [Select] (dropdown)
  - Zip/Postal Code: \***: [Text input field]
  - County: \***: [Text input field]
  - Subdivision:** [Text input field]
  - Map Grid:** [Text input field]

A 'Next Section' button is located at the bottom right of the form.

3. Complete your Price / Commission, Buyer information + Seller information and then click on Agent Detail.

The screenshot shows the 'GREENSHEET Contract to Close' form. The 'GENERAL INFORMATION' section is expanded to show 'PRICE / COMMISSION - EARNEST / ESCROW'. This section includes fields for 'Earnest/Escrow Money Held By:', 'Amount:', 'Sale Price:', and radio buttons for 'Percentage' and 'Flat'. A 'Next Section' button is visible. Below this section, a list of sections is shown: BUYER, SELLER, AGENT DETAIL (indicated by a red arrow), CO-BROKER, VENDORS, and NOTES.

4. Under the Agent Detail section, there are spaces provided where you can donate to KW Cares, KW Kids Can, and the BOLD Scholarship fund. Enter your giving amount, and continue completing the form. Hit 'Submit to Market Center' when complete. It's that easy!

The screenshot shows the 'Agent Detail Page 1' form. It includes a table for Agent A, Agent B, and Agent C with various fields for commission, referral, and income. The 'Agent's 1099/14 Income' section is highlighted with a red box and contains the following rows:

	Agent A	Agent B	Agent C
KW Cares - Tax-deductible donation*	(-) \$ 10	(-) \$	(-) \$
KW Kids Can - Tax-deductible donation*	(-) \$	(-) \$	(-) \$
Bold Scholarship - Not a Tax-deductible donation*	(-) \$	(-) \$	(-) \$



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KW Cares is a 501(c)(3) public charity dedicated to serving Keller Williams Realty associates and their qualifying family members experiencing hardship as a result of a sudden emergency, ensuring everyone in our KW family feels supported, safe and valued. We step in swiftly to provide financial grants and aid when these unforeseen emergencies create difficult circumstances that our KW associates and their immediate families cannot handle on their own.

Thank you for being a part of our KW Cares family. Your gift allows us to create more stories [like these](#). Be sure to follow us on [Facebook](#) & [Instagram](#) to see more of your impact in action.