



Welcome Guide

Welcome Guide

Table of Contents

The ITEX Marketplace3

Online Account Tools4

Transaction Documents.....5

Posting A Sale.....6

IVR System.....6

ITEXpaySM7

Understanding Fees & Your Statement.....8

Marketplace Rules.....9

Tax Accounting.....10

Invite A Business & Ratings

 via ITEX.com.....11

 via ITEX Mobile.....11

Your Budget.....12

Your Wish List.....14

Notes & Contact Numbers.....15

The ITEX Marketplace

How It Works



Dr. Frank makes a call to his local ITEX office

Trade Directors help Dr. Frank find and pay for advertising directed toward local families. This ad qualifies for the ITEX co-op program!



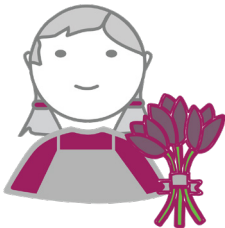
Stacy needs printing services

As the director of a non-profit business, Stacy purchases printing services for her newsletter using ITEX dollars.



Bill, the printer accepts ITEX dollars from Stacy

Bill buys his wife a bouquet of roses using some of the ITEX dollars received from Stacy. He saves the rest for future purchases.



Wendy, the florist delivers Bill's flowers

Later that day, Wendy takes her daughter to the Orthodontist, Dr. Frank, to get braces which she pays for with ITEX dollars.



Online Account Tools


Log into ITEX.com to access tools to manage your account. Simple to use, and can provide powerful results for your business.

My Account


Flower Boutique
13555 SE 36th St, Suite 210
Bellevue, WA 98006

Phone: 425.463.4000
Web: www.boutiquebotanicals.com

[Edit](#)



Download ITEX Mobile!



[Edit](#)

Account #: 1234567891234
Account Balance: \$1,278.56

Manage

Add a New Marketplace Ad
My Ads
My Want Ads
Favorite Ads
My Business Description

ITEXpaySM

Pending ITEXpaySM
Make a Sale
Make a Purchase
Make a Donation
Return a Transaction

Account Info

User Information
Address Information
User Privileges
Change Password
Tax Information
My ITEX Rolodex
My Invites
My Ratings

Tools

ITEX Welcome Guide
Co-op Advertising
ITEX Checks
ITEX Forms
Merchant Tools

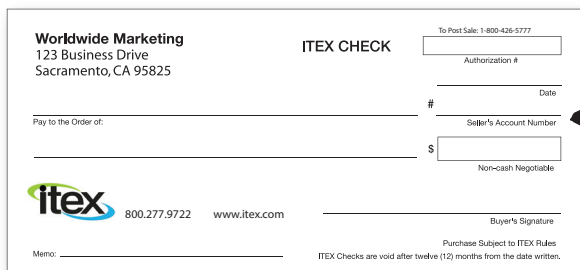
Statements & History

View Statements
Pay Cash Due
Update Payment
Balances
Transaction History
1099-B Tax Summary
My Fee Plan

Transaction Documents

ITEX CHECKS

ITEX checks are used to authorize the transfer of ITEX dollars from the buyer's account to the seller's account. Use your ITEX checks to conveniently purchase from other members. Download checks from My Account page.



The ITEX Check form is a document for authorizing the transfer of ITEX dollars. It includes the following fields and information:

- Worldwide Marketing**
123 Business Drive
Sacramento, CA 95825
- ITEX CHECK**
- To Post Sale:** 1-800-426-5777
- Authorization #** (field)
- Date** (field)
- #** (field)
- Seller's Account Number** (field)
- \$** (field)
- Non-cash Negotiable**
- Buyer's Signature** (field)
- Pay to the Order of:** (field)
- itex** logo, 800.277.9722, www.itex.com
- Memo:** (field)
- Purchase Subject to ITEX Rules**
- ITEX Checks are void after twelve (12) months from the date written.**

*Remember to include
YOUR ACCOUNT NUMBER
before you send the check
to your Broker for posting!*

SCRIP

Scrip is like a gift certificate and is only valid at the business that issues it.



The Scrip form is a document for authorizing the transfer of ITEX dollars. It includes the following fields and information:

- Scrip** (large stylized text)
- Date** (field)
- Pay to the Order of:** (field)
- #** (field)
- Seller's Account Number** (field)
- \$** (field)
- Non-cash Negotiable**
- itex** logo, 800.277.9722, www.itex.com
- Scrip Number** (field)

OTHER TRANSACTION METHODS

- Pay online through www.itex.com
- Download ITEX Mobile on Google, Apple, or Kindle Fire stores and use ITEXpaySM
- Signed invoices authorizing payment through ITEX
- Emails from buyer authorizing payment through ITEX

Posting a Sale & IVR System

Posting a Sale

There are four ways to post a sale:

1. Post a sale via ITEX.com under:
My Account ⇒ ITEXpaySM ⇒ Make a Sale
2. Make a Sale on ITEX Mobile (refer to page 7).
3. Email the ITEX check to your local office.
4. Post sales to your account using the “**Interactive Voice Response System**” (IVR System). You can also verify that ITEX dollars are available in a buyer’s account. Simply call the 24-hour toll-free number, which will guide you through the process.

IVR System
800.426.5777 USA
800.892.5325 Canada

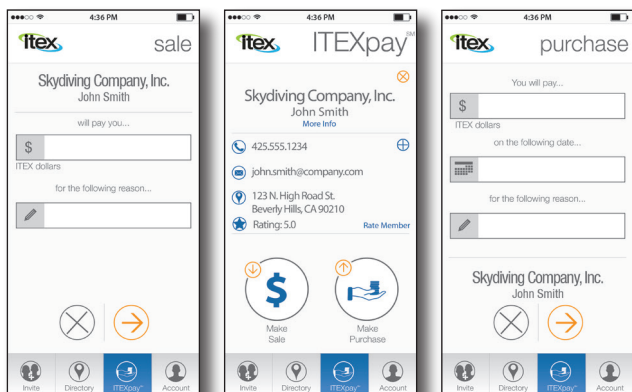
You will need three things to complete a sale posting:

- 1. Your account number*
- 2. Buyer’s account number*
- 3. Amount of transaction*

It is the seller’s responsibility to receive, retain and produce upon request, authorization from the buyer for each transaction posted. For additional assistance call **Marketplace Support** between 7:00a.m. and 4:00p.m. Pacific Time, Monday through Friday: **800.277.9722**

ITEXpaySM

Available online and on ITEX Mobile, ITEXpaySM allows you to lookup a member and instantly buy or sell to them using ITEX dollars. Enter the amount, date, and description and send! ITEX Mobile is available on iOS, Android and Kindle Fire platforms.




BUY IT WITH ITEXpaySM

A powerful feature of ITEX.com is your ability to buy advertised goods and services instantly by clicking the Buy It With ITEXpaySM button.

[Home](#) [Marketplace Ads](#) [Member Directory](#) [My Account](#) [Locations](#) [Invite](#) [Our Story](#)

Marketplace Ads

[<< Return](#)



Bouquet of Flowers

[View More Photos](#)

Contact Information


Leroy Walter
Flower Boutique
425.463.4000
Bellevue, WA

Options

- [Ask the seller a question](#)
- [Contact Seller's Broker](#)
- [Print this ad](#)
- [Email this ad](#)
- [Save Ad to Favorites](#)
- [View other ads by this Member](#)
- [Report This Ad](#)

1 @ \$55

[Buy It with ITEXpaySM](#)



Understanding Your Statement



13555 SE 36th St
Suite 100
Bellevue, WA 98006
www.itex.com

STATEMENT

RETAIN THIS STATEMENT FOR TAX PURPOSES
Billing Cycle 13 5/30/2024 - 6/24/2024

WORLDWIDE MARKETING
123 BUSINESS DRIVE
SACRAMENTO, CA 95825

ACCOUNT NUMBER	STATEMENT DATE
① 502172-123456-0	② 6/24/2024

Your Trade Director is Bob Smith - Phone: 916.679.1111
③ Payment is due upon receipt of this statement. Cash Due for Members on Autopay will be processed on July 02, 2024 (Credit Card) or July 04, 2024 (Electronic Funds Transfer). Finance/late fees may assess on July 24, 2024 as a result of nonpayment. Statement is deemed accurate unless ITEX Corporation is notified, in writing, of any discrepancy within four weeks of statement date.

CASH DUE ④ \$150.00

SUMMARY OF TRANSACTIONS ⑤	
Opening Balance:	\$ 15,184.12
Sales:	\$ 500.00
Purchases:	\$ 2,010.00
Closing Balance:	\$ 13,674.12

ITEX DOLLARS AVAILABLE ⑥	
Closing Balance:	\$ 13,674.12
Credit Limit:	\$ 2,500.00
Authorized Purchases:	\$ 0.00
ITEX Dollars Available:	\$ 16,174.12

DATE	TRANS #	CODE	DESCRIPTION	SALES	PURCHASES	ITEX FEES	CASH FEES
⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭
			CASH DUE OPENING BALANCE				250.12
			CURRENT TRANSACTIONS:				
6/9/2024	574913	BUY	AIM BC CLASSIC AUTO REPAIR		250.00		
6/9/2024	579832	BUY	AIM BC UNIQUE DESIGN TILE		750.00		
6/9/2024	579998	SELL	AIM BC TMD MARKETING	500.00			
6/12/2024		PYMT	WORLDWIDE MARKETING				-250.12
6/17/2024	583020	BUY	AIM BC SATURDAY EVENING POST		1,000.00		
6/23/2024		FEE	ASSOCIATION FEE				25.00
6/23/2024		FEE	TOTAL PURCHASE FEE				100.00
6/23/2024		FEE	TOTAL SALES FEE				25.00

(PLEASE WRITE ITEX ACCOUNT NUMBER ON CHECK)

Cash Due can be paid by credit card, check or electronic funds transfer (EFT).

☐ Please charge/debit Cash Due on my credit card: Discover ☐ AMEX ☐ VISA ☐ MasterCard ☐

Account #: _____ Expiration: _____

Cardholder's Name: _____

Signature: _____

MAIL PAYMENT TO:
ITEX Corporation
13555 SE 36th St, Suite 210
Bellevue, WA 98006

ACCOUNT NUMBER	ACCOUNT NAME	STATEMENT DATE
⑮ 502172-123456-0	⑯ WORLDWIDE MARKETING	⑰ June, 24 2024

CASH DUE ⑱ \$150.00

- ① Member account number

② Date statement was prepared

③ Electronic funds transfer run dates

④ Cash due

⑤ Summary of transactions
- ⑥ ITEX dollars available

⑦ Date transaction was posted

⑧ Transaction Number

⑨ Transaction ID code

⑩ Description or other party to the transaction
- ⑪ Your itemized sales

⑫ Your itemized purchases

⑬ ITEX dollar fees deducted from your ITEX balance

⑭ Cash fees assessed
- ⑮ Your ITEX account number

⑯ Name on ITEX account

⑰ Date statement was prepared

⑱ Cash due

Marketplace Fees & Rules

MEMBERSHIP FEES

For each purchase or sale you make in the ITEX Marketplace, you will be charged a cash transaction fee. If you elect to pay ITEX fees via Autopay the fee is 6% of the ITEX dollar amount transacted or 8% if you pay by check after receipt of your ITEX statement.

Members on Autopay are eligible for additional benefits including an initial credit line and the Co-op Program offering up to \$5,000 ITEX dollars per year when you buy qualifying advertising and use the ITEX Co-op logo correctly.

The association fee is \$25 cash + 10 ITEX dollar each 4 week cycle. You are provided a host of benefits from this fee including, support from your ITEX Broker, advertising at ITEX.com and in your local market, the 24/7 IVR, online and mobile app transaction posting systems, cycle statements, online control of your account and funding for the Co-op Program*.

THE RULES

The primary rules are:

Sell all products and services for “100% ITEX”. We help you find new customers and new sales because you are willing to accept ITEX dollars as payment.

Charge members the regular retail prices. You are not expected to offer sale or discount pricing, just stick with your normal retail prices and ITEX can bring you a brand new source of revenue!

When buying a product or service with ITEX dollars, treat it as you would a cash purchase. If it is a purchase you would normally get a few bids for, get bids in cash as well so you can make an informed decision.

* * * * *

Marketplace Rules

Our Rules provide a framework for a fair and equitable transaction environment for all members. To view the complete Rules visit: www.itex.com/help/rules.aspx

Transactions that occur outside the Rules carry the risk of losing your ITEX dollars or your product, and make it harder for ITEX to serve you.

*See the Marketplace Rules for Terms and Conditions.

Tax Accounting

- ITEX sales, like cash sales, must be included as revenue reported to the IRS.
- Exchanges have a responsibility to provide the IRS with information on the sales of each member. This is done on form 1099-B, "Proceeds from Broker and Barter Exchange Transactions." As the taxpayer you are required to give ITEX your taxpayer identification number (either your Employer Identification number or your Social Security number) to prepare the form 1099-B.

Some of the most frequently asked questions regarding ITEX transactions and income taxes:

Q: Are there any tax advantages?

A: ITEX revenue should be viewed the same as cash revenue. There are no inherent tax advantages because you use the ITEX Marketplace. The Marketplace is a marketing tool, not a tax tool. As with cash purchases, ITEX dollar purchases that are business-related are deductible. Fees paid for Marketplace transactions and services may be a business expense and tax deductible.

Q: What constitutes revenue in ITEX transactions?

A: ITEX revenue is earned when ITEX dollars are credited to your account.

Q: In what year are ITEX dollars taxable?

A: ITEX sales should be included as revenue for the tax year in which ITEX dollars are credited to your account.

Q: How do I know how much ITEX revenue to include in my tax return?

A: At the end of each year ITEX will compute the total value of your sales for that year and will provide the amount to you via a 1099-B. The information is also provided to the IRS so be sure to include your ITEX revenue in your annual revenue total for tax reporting purposes. Work with your tax advisor to make sure you get all the deductions for ITEX dollars used to pay business related expenses and qualified donations to charity members!

**If you have other questions regarding ITEX revenue and taxes,
please consult your tax advisor.**

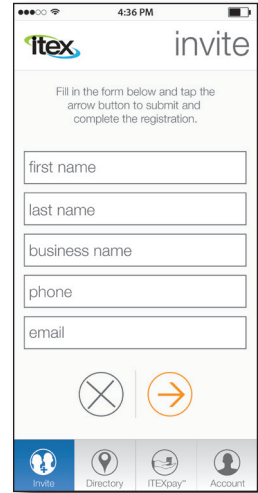
Invite a Business & Ratings

Invite a Business

Help us expand the Marketplace and increase your buying and selling opportunities.

There are three ways to invite a business into ITEX.

1. Via our website at ITEX.com: Sign into your account and click on "INVITE", fill out the form and hit submit.
2. Via ITEX Mobile. Download the app via Google or Apple, sign into your account and fill out the form via the "INVITE" screen.
3. Contact your ITEX office.



4:36 PM

itex invite

Fill in the form below and tap the arrow button to submit and complete the registration.

first name

last name

business name

phone

email

⊗ →

Invite Directory ITEXpay Account

Ratings on ITEX

Member ratings are an important part of the ITEX system. We encourage members to rate each other to help strengthen the ITEX Marketplace.

You can view your ratings by going to the My Account page on www.itex.com under the Account Info section - My Ratings.

There are multiple ways to rate a member:

1. In the member directory on www.itex.com, find the member you wish to rate and use the Rate Member button.
2. On the My Account page in the Statements & History section - Transaction History, find and click on the member and use the Rate Member button.
3. Using ITEX Mobile, search for the member in the ITEXpaySM tab. Use the Rate Member link on the member's information.



4:36 PM

itex rate

Skydiving Company, Inc.
John Smith

Rating

⌵

Comments

⊗ →

Your Budget

Use the following pages to estimate your expenses for the next six months in each business and personal category. Some items may be recurring expenses; some will be one-time purchases. Let ITEX help you find ways to spend your ITEX dollars - keeping cash in your pocket.*

BUSINESS Monthly or Biannual Budget

ADVERTISING/ MARKETING

Advertising Agencies \$ _____
Advertising Specialties _____
Audio Production _____
Brochures _____
Consultants _____
Convention Display _____
Film/Video Production _____
Direct Mail _____
Media - Online _____
Media - Outdoor _____
On Hold Messaging _____
Print Media _____
Telemarketing _____
Website Design _____

AUTOMOTIVE

Vehicle Body Work _____
Auto/Truck Repair _____
Auto Washing/ _____
Detailing _____
Auto Maintenance _____
Signage/Lettering _____
Towing _____

BUSINESS EQUIPMENT/ FIXTURES

Air & Water Purifiers _____
Artwork & Framing _____
Audio/Visual _____
Equipment _____

Cellular Phones \$ _____
Copiers _____
Mail Room Equipment _____
Office Furniture _____
Office Machines _____
Pagers & Beepers _____
Rubber Stamps _____
Security Systems _____
Signs _____
Telephone Systems _____

BUSINESS SERVICES

Accounting _____
Administrative _____
Services _____
Answering Services _____
Bookkeeping _____
Business Broker _____
Business Consultant _____
Carpet Cleaning _____
Collection Agency _____
Computer Repair _____
Computer Training _____
Data Processing _____
Equipment Rental _____
Legal Services _____
Limousine Services _____
Magazine _____
Subscriptions _____
Office Rental _____
Payroll Service _____

Plant Leasing \$ _____
Property _____
Management _____
Real Estate Agents _____
Secretarial Service _____
Storage & _____
Warehousing _____
Title Search _____
Training & Education _____
Website Design _____
Window Cleaning _____

CONSTRUCTION/ MAINTENANCE

Architectural Service _____
Carpentry _____
Equipment Rental _____
Contractors _____
Glass Contractor _____
Interior Design/Space _____
Planning _____
Landscape Services _____
Painting Services _____
Signs: Indoor/ _____
Outdoor _____

PRINTING & GRAPHICS

Binding Services _____
Color Separations _____
Copy Services _____
Decals _____

*Not all items on this list will be available in your local market. Your Broker will have information on local availability.

Your Budget

BUSINESS Monthly or Biannual Budget (cont.)

Die Cutting	\$ _____	Musicians/Disc Jockey	\$ _____	I.D. Cards/Badges	\$ _____
Design Work	_____	Photographers	_____	Massage	_____
Envelopes	_____			Motivational Speakers	_____
Laminating	_____			Medical Specialties	_____
Photographers	_____			Training & Education	_____
Printing	_____			Weight Loss/Nutrition	_____
Typesetting	_____				
TRAVEL & ENTERTAINMENT		PERSONNEL			
Catering	_____	Awards/Plaques	_____	Total Estimated	
Event Planning	_____	Chiropractor	_____	Business Purchases:	_____
Hotels & Resorts	_____	Counseling	_____		
Meeting Facilities	_____	Dentists/Orthodontists	_____		
		Employee Gifts	_____		
		Eye Care/Glasses/Lenses	_____		
		Health Club Memberships	_____		

PERSONAL Monthly or Biannual Budget

PERSONNEL

EXPENSES

Accounting	_____	Dry Cleaning	_____	Massage	_____
Acupuncture	_____	Education	_____	Musician/Disc Jockey	_____
Air/Water Purifiers	_____	Electrolysis	_____	Photographers	_____
Alarm Systems	_____	Engraving	_____	Pool Service	_____
Art	_____	Event Planning	_____	Real Estate Services	_____
Auto Detailing	_____	Eye Care/Glasses/Lenses	_____	Skin Care	_____
Auto Maintenance	_____	Financial Planners	_____	Spas & Retreats	_____
Bakery/Catering	_____	Florists	_____	Storage	_____
Carpet Cleaning	_____	Furniture	_____	Tanning Salons	_____
Catering	_____	Furniture Refinishing	_____	Time Shares	_____
Chiropractic Services	_____	Hair Salons	_____	Veterinary Service	_____
Clothing	_____	Health Club	_____	Weight Loss/Nutrition	_____
Collectibles	_____	Membership	_____	Window Cleaning	_____
Cosmetics	_____	Home Repair & Improvement	_____	Window & Wall Coverings	_____
Counseling	_____	Hotels & Resorts	_____		
Dance Instruction	_____	Jewelry	_____	Total Estimated	
Dental Care	_____	Landscaping	_____	Personal Purchases:	_____
Dining/Entertainment	_____	Legal Services	_____		
		Limousine Service	_____		

Your Wish List

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Notes & Contact Information

[illegible]

Local ITEX Office Information
Address _____
Broker _____

Name	Email	Phone
------	-------	-------

Trade Director

Name	Email	Phone
------	-------	-------

www.itex.com

© 2023 ITEX Corporation. All rights reserved.

