



Fees outlined in the Law Society Fee Schedule can be paid using one of the following four (4) payment methods:

1. Cheque

Payments may be made by either personal or business cheque. The cheque must be made payable to The Law Society of Manitoba and delivered to 200 – 260 St. Mary Avenue, Winnipeg, MB R3C 0M6, Attention: Finance.

2. E-Transfer

This method will permit the electronic transfer of funds from your personal/firm's bank account to the Law Society. Please note that there can be a daily limit for what individuals can transfer out of their account. Please check with your financial institution about your daily limits prior to initiating an e-transfer.

To initiate an e-transfer, please follow these steps:

Step 1: Proceed to your banking platform and set up the e-transfer to the following email address: accounting@lawsociety.mb.ca.

Step 2: In the “memo” or “notes” section, please ensure that the information **clearly** identifies to whom the payment should be credited. This information should include:

- a) name of the lawyer/applicant/other to whom the payment relates;
- b) member number (if applicable);
- c) invoice number(s) for which the payment will be submitted. If no invoice number is available, provide the reason for the payment (ie: application to article);

The funds will be transferred and automatically deposited into the Law Society's bank account.

3. Pre-Authorized Debit Customer Automated Funds Transfer (CAFT)

Customer Automated Funds Transfer (CAFT) is a secure online service used by the Assiniboine Credit Union which permits the Law Society to initiate withdrawals directly from a lawyer/firms' bank accounts held at Canadian credit unions or financial institutions. This method of payment is convenient for both lawyers and firms. Once banking information has initially been provided, an email directing the Law Society to withdraw funds from the bank account to cover a specific amount owing is all that is required.

To implement this payment method, please follow these steps:

Step 1: The lawyer/law firm will provide the Law Society with its banking information and written authorization permitting the Law Society to withdraw funds directly from a designated account. This is done by completing the attached Pre-Authorized Debit (PAD) Form and forwarding it and a void cheque or bank letter to accounting@lawsociety.mb.ca.

The Law Society will enter this information onto the secure site administered by the Assiniboine Credit Union. Assuming this information does not change, you only need to provide this information once.

Step 2: When the lawyer/firm wishes to make a payment to the Law Society, they only need to send an email to accounting@lawsociety.mb.ca **at least four business days prior to the date you wish the payment to be withdrawn** advising of the payment details and requesting that the Law Society debit or withdraw funds from the bank account previously identified on the PAD Form. This email should include:

- a) name of the lawyer/applicant/other to whom the payment relates;
- b) member number (if applicable);
- c) invoice number(s) for which the payment will be submitted. If no invoice number is available, provide the reason for the payment (ie: application to article);
- d) dollar amount of the payment; and
- e) date payment is to be made.

Please note that under no circumstance will the Law Society withdraw funds from a lawyer/firm's bank account without express written consent (via email or hard copy).

4. Online Bill Payment

The Law Society is set up as an online payee for all Credit Unions, Bank of Montreal (BMO), Bank of Nova Scotia (Scotiabank) and Toronto-Dominion Canada Trust (TD), Canadian Imperial Bank of Commerce (CIBC) and Royal Bank of Canada (RBC).

The account number is your Law Society 7-digit member number.

To initiate a payment through your financial institution, please follow these steps:

Step 1: Send an email to accounting@lawsociety.mb.ca advising of the upcoming payment including:

- a) name of the lawyer/applicant/other to whom the payment relates;
- b) member number (if applicable);
- c) invoice number(s) for which the payment will be submitted. If no invoice number is available, provide the reason for the payment (ie: application to article);
- d) dollar amount of the payment;
- e) name of bank/credit union payment will come from; and
- f) date payment is to be made.

Step 2: Make payment through your bank.

For more information contact:

Sandra Alleyne

204-926-2054

salleyne@lawsociety.mb.ca

Carol Hiebert

204-926-2046

chiebert@lawsociety.mb.ca

Pre-Authorization Debit (PAD) Form

By signing this authorization, I permit The Law Society of Manitoba to debit or withdraw funds from the listed bank account for amounts owing in relation to my/our practice of law. Prior to doing so, the Law Society must receive an email or written authorization from the firm providing the purpose and amount of the payment. No amounts will be withdrawn without prior direction.

Name lawyer/firm: _____

Address of lawyer/firm: _____

Contact phone #: _____

Contact name: _____

Contact email: _____

Authorizing signature: _____

Date: _____

PAD category: Personal __ **Business ✓** Cash Management __

Amount: Fixed \$ _____ or **Variable \$ ✓** (maximum \$ _____)

Frequency: Weekly: __ Monthly: __ **Sporadic (as requested): ✓**

I may revoke my authorization at any time, subject to providing notice of 30 days. To obtain a sample cancellation form, or for more information on my right to cancel a PAD agreement, I may contact my financial institution or visit www.cdnpay.ca.

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit www.cdnpay.ca.

Bank account information (please provide a void cheque or other verification of this information):

Name of bank account: _____

Transit #
(5 digits)

Bank #
(3 digits)

Account #
(7 or more digits)

HOW TO SUBMIT YOUR FORM

Mail:

The Law Society of Manitoba
200 – 260 St. Mary Avenue
Winnipeg, MB R3C 0M6

Email:

accounting@lawsociety.mb.ca

Fax:

204-956-0624
Attn: Finance–Fee Payment

Questions? Contact Sandra Alleyne, 204-926-2054 or Carol Hiebert, 204-926-2046