

Fee Payment Options 2020-2021

This year the Law Society has determined that it will no longer permit the payment of practising and insurance fees by credit card given the significant costs to the Law Society of doing so.

We are however providing you with a number of alternative options for paying your fees as outlined below.

1. **Cheque** – You may pay your fees by cheque, either personal or business.
2. **Interac e-transfers**

This method will permit the electronic transfer of funds from your personal/firm's bank account to the Law Society

Step 1 You initiate the transfer by sending an email to the Law Society at chiebert@lawsociety.mb.ca and cmalone@lawsociety.mb.ca advising of your intention to make a payment via e-transfer. This email must include:

- (a) the name of the person ("the authorized payor") to whom the Law Society should send a request for payment;
- (b) the email address of the authorized payor;
- (c) reference to the invoice number(s) for which the payment will be submitted
- (d) the name of the lawyer(s) to whom the payment relates; and
- (e) the dollar amount of the payment.

Step 2 The authorized payor will receive a Request for Payment from the Assiniboine Credit Union (the Law Society's financial institution).

Step 3 The authorized payor will complete the Request by confirming the payment information and instructing its own financial institution to withdraw funds from a designated account and deposited into the Law Society's bank account.

Step 4 The Law Society will be notified that the payment has been made.

Step 5 The authorized payor will be notified that the funds have been withdrawn and payment made to the Law Society.

3. Customer Automated Funds Transfer (CAFT)

The Law Society is able to directly receive payments from lawyers' bank accounts held at Canadian credit unions or financial institutions via Customer Automated Funds Transfer (CAFT), a secure online service used by the Assiniboine Credit Union (The Law Society of Manitoba's financial institution). You may pay your fees using this method as follows:

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 information will be provided only once, by completing the Pre-Authorized Debit (PAD) Form that follows this notice and forwarding it to chiebert@lawsociety.mb.ca and cmalone@lawsociety.mb.ca.

Step 2 The Law Society will enter this information onto the secure site administered by the Assiniboine Credit Union.

Step 3 When the lawyer/law firm wishes to make a fee payment to the Law Society they will send an email to the Law Society to the attention of both chiebert@lawsociety.mb.ca and cmalone@lawsociety.mb.ca advising them of the intended payment and requesting that the Law Society debit or withdraw funds from the bank account Previously identified in the PAD Form.

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

For more information please contact:

Carol Hiebert at 204-926-2046 (chiebert@lawsociety.mb.ca)

Sandra Alleyne at 204-926-2054 (salleyne@lawsociety.mb.ca)

Colleen Malone at (cmalone@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 of firm:

Address of 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):

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: cmalone@lawsociety.mb.ca or chiebert@lawsociety.mb.ca	Fax: 204-956-0624 Attention: Finance – Fee Payment
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Questions? Contact Colleen Malone, 204-926-2022 or Carol Hiebert, 204-926-2046.