

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: Send an email to accounting@lawsociety.mb.ca advising of your intention to make a payment via e-transfer. This email must 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;
- e) name of the person/firm from whose account the money will be from (ie: spouse, firm); and
- f) date the payment will be made.

Step 2: Proceed to your banking platform and send the e-transfer to the following email address: accounting@lawsociety.mb.ca. 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).

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:

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