

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: Colleen Malone, CFO.
2. **Interac e-transfers** - This method will permit the electronic transfer of funds from your personal/firm’s bank account to the Law Society. Businesses are restricted to receiving no more than \$10,000 per day via e-transfer limiting the number of daily e-transfers the Law Society can receive. There is also a daily limit (often around \$3,000) individuals can transfer out of their account. Please check with your financial institution prior to initiating an e-transfer. Note, the Assiniboine Credit Union’s (ACU) “e-Transfer Request Money” feature is under development and currently unavailable for use.

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

Step 1 Send an email to both cmalone@lawsociety.mb.ca and chiebert@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). Or if the payment is made from the firm’s bank account, the name of the person e-transferring the funds (ie: staff admin); and
- f) email address of the person listed in (e) above.

Step 2 The Law Society will respond to the email from Step 1, permitting the e-transfer and advising the exact day the e-transfer must be made. This is necessary to abide to the daily banking limits mentioned above.

Step 3 On the day advised, you (or the person paying on your behalf) will initiate the e-transfer through your (their) banking platform, sending the email request to cmalone@lawsociety.mb.ca. The funds will be transferred and automatically deposited into the Law Society's bank account.

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

Step 5 The payor will be notified that the funds have been successfully transferred.

3. **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 lawyer/firms' bank accounts held at Canadian credit unions or financial institutions. This is a preferred method of payment, convenient for both lawyers and firms. Once banking information has 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 both cmalone@lawsociety.mb.ca and chiebert@lawsociety.mb.ca. Assuming this information does not change, you only need to provide this information once.

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

Step 3 When the lawyer/firm wishes to make a payment to the Law Society, they only need to send an email to the attention of both cmalone@lawsociety.mb.ca and chiebert@lawsociety.mb.ca 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. **Bank/Credit Union Online Bill Payment System** – 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 both cmalone@lawsociety.mb.ca and chiebert@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 please contact:

Colleen Malone at 204-926-2022 (cmalone@lawsociety.mb.ca)

Carol Hiebert at 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

<p>Mail: The Law Society of Manitoba 200 – 260 St. Mary Avenue Winnipeg, MB R3C 0M6</p>	<p>Email: cmalone@lawsociety.mb.ca or chiebert@lawsociety.mb.ca</p>	<p>Fax: 204-956-0624 Attention: Finance – Fee Payment</p>
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Questions? Contact Colleen Malone, 204-926-2022 or Carol Hiebert, 204-926-2046.