

Bank Drafts and Money Orders

Rule 119.46 (1)

Instructions

1. Trust withdrawals may be made by a bank draft or money order. If a trust withdrawal is to be made by this method, fill out this form and maintain a copy in the clients file.
2. A member practising as a sole practitioner is a "Law Firm" as defined in the Rules.

Note: All questions on this form must be answered.

SECTION A – LAW FIRM INFORMATION

1. Law Firm name: _____
2. Law Firm address: _____
City: _____ Province: _____ Postal Code: _____
3. Law Firm telephone number: _____
4. Lawyer responsible for file: _____
5. Lawyer email: _____

SECTION B – FILE INFORMATION

1. File number and nature of matter: _____
2. Name of client: _____
3. Area of Law: _____

SECTION C – DETAILS OF PAYMENT

1. Please provide all of the details of the payment, including the amount, intended payee and any other relevant information:

- | | | | |
|----|--|-----|----|
| 2. | (a) Did you obtain the recipient's authorization to receive the funds in the form of a bank draft or money order in writing? Rule 119.46(2)(a) | Yes | No |
| | (b) Please attach a copy of the written authorization. | | |
| 3. | (a) Did you obtain the recipient's acknowledgement of receipt of the bank draft or money order in writing? Rule 119.46(2)(f) | Yes | No |
| | (b) Please attach a copy of the written authorization. | | |

SECTION D – LAWYER CERTIFICATION

I, _____, certify that the foregoing information is complete and correct to the best of my knowledge.

Date (mm/dd/yyyy)

Signature of Lawyer

The information provided in this form will be used by the Law Society of Alberta for one or more purposes contemplated by the *Legal Profession Act*, the Rules of the Law Society, the Code of Conduct, or a resolution of the Benchers and will be accessible to all departments of the Law Society, including the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Law Society of Alberta, now or in the future, for regulatory purposes, including Law Society of Alberta investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about this, please contact the Privacy Officer at 403-229-4700.