

Electronic Banking Withdrawal

Rule 119.31

Instructions

1. This form must be completed for all electronic payments under Rule 119.31. The Law Firm may choose not to use this form, provided that all the information listed below is being recorded on an internal document.
2. The law firm must obtain written instructions from the recipient including destination account name, destination account number and name of financial institution.
3. The law firm must obtain confirmation from the financial institution within two banking days of the withdrawal showing the date of the withdrawal, amount of the withdrawal, source account number and destination account name and number.
4. Attach this form to the payee written instructions (if applicable), financial institution confirmation and batch transfer breakdown (if applicable). Do NOT send this form to the Law Society of Alberta.
5. A member practising as a sole practitioner is a "Law Firm" as defined in the Rules.

SECTION A – LAW FIRM INFORMATION

1. Law Firm name: _____
2. Lawyer responsible for file: _____

SECTION B – WITHDRAWAL CHECKLIST

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|--|-----|----|-----|
| 1. Client request instructions are maintained with the law firm banking records, including bank account number and name. | Yes | No | N/A |
| 2. The approving lawyer has retained the following information, with the client file | Yes | No | N/A |
| 3. The approving lawyer has retained the following information with the client file: | | | |
| a. Reason for Withdrawal | | | |
| b. Method of Withdrawal | | | |
| c. Client Name | | | |
| d. Matter Number | | | |
| e. Recipient Name | | | |
| 4. Law Firm has obtained confirmation. | Yes | No | N/A |
| 5. Comments, if any: | | | |

SECTION C – LAWYER APPROVAL

Dated: _____
(mm/dd/yyyy) Signature _____

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.