

## Trust Administration Fee (TAF) Filing Instructions

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f 604.646.5917 | TTY 604.443.5700  
Email [trustaccounting@lsbc.org](mailto:trustaccounting@lsbc.org) | [lawsociety.bc.ca](http://lawsociety.bc.ca)

Law firms must login from the Law Society website and create a new invoice online for each filing quarter. This step fulfills the requirements of **Rule 2-110 (3) (b)** which states that a lawyer must remit the Trust Administration Fee with a completed trust administration report in a form approved by the Executive Committee.

Once created, the invoice must be printed and signed to accompany your TAF remittance cheque. A paper version of the TAF invoice is available by request.

### Login

1. Login to the TAF Invoice Creation Centre from the Trust Assurance section, Member Resources login page, or directly at: <http://www.lawsociety.bc.ca/apps/taf/index.cfm>
2. Enter your firm's TAF filing ID and postal code to login and create a new TAF invoice for each quarter.

### TAF Firm Filing ID

The TAF Firm Filing ID is a 9 or 10-digit number supplied by the Law Society (e.g. 012345-001). Each TAF Filing ID is unique to each firm and **does not change** from one quarter to the next. If you have misplaced your TAF Filing ID, please contact the Law Society's Trust Assurance Department at: 604.697.5810 or at [trustaccounting@lsbc.org](mailto:trustaccounting@lsbc.org).

*Note: the TAF Filing ID should not be confused with the 14-digit Trust Report Filing ID, which is sent to you in your annual trust report filing notice and does change from year to year.*

### Reporting periods and filing dates

Please indicate the quarter-end for this reporting period. Reporting periods cover the quarters ending March 31, June 30, September 30 and December 31. The filing of this form and payment are due within 30 days of each filing quarter-end.

If you are creating an online invoice *after* the due date, a late penalty of 5% will automatically be added to your invoice total. **Note:** if you create an invoice *before* the due date and pay *after* the due date, you must include the late penalty amount in your payment.

## Report of client matters attracting the TAF

For each month in this reporting period, please provide the number of distinct client matters that required the application of the Trust Administration Fee. You must enter Residential Conveyance Real Estate Matters separately from all other Client Matters.

The total and GST will be automatically calculated on the invoice. Ensure that the cheque amount matches the invoice total. Once the invoice has been finalized, **you must print it to send to the Law Society with your remittance cheque attached.**

## Paying TAF using on-line banking

The Law Society is now accepting TAF payments via on-line banking. You are still required to login to our website to create and complete a TAF invoice before the due date for each TAF payment. **Note that online payments will not be processed if no invoice is created and any delays in processing your online payment due to missing invoices may result in a late penalty.**

- Payment can be made through personal online banking with your financial institution.
- Payments will be facilitated in the same way as paying utility bills online.
- Your member number is your six digit account number. If your member number is fewer than six digits, please add zeros at the *beginning* to increase the number to six digits.

The following is a list of financial institutions that the Law Society of BC accepts online payments from:

Bank of Montreal	CIBC	Credit Unions	HSBC
Royal Bank of Canada	Scotia Bank	TD Canada Trust	

Please allow 3-5 business days for processing, from date of payment.

## Signing the invoice

The invoice must be hand signed by a signatory to the trust account of the firm. You should make a copy of your signed invoice for your records.