

Transfer Form

The Law Society
of British Columbia



Electronic Transfer of Trust Funds Law Society (Rule 3-64)

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9
t 604.669.2533 | BC toll-free 1.800.903.5300
f 604.646.5917 | TTY 604.443.5700
Email trustaccounting@lsbc.org | lawsociety.bc.ca

PART A: Instructions		
Date of request	Accounting control #	
Client Identifier or File Number		
Payee		
PART B: Source account		
Account name		
Financial institution		
Account #		
PART C: Destination account		
Account name		
Beneficiary Address		
Financial institution		
Financial institution address		
Account #		
Amount (in numerals as well as written out)		
Initiating lawyer		
Authorizing lawyer(s): (must be a signatory to the trust account)		
Name of Lawyer	Signature	Date
Name of Lawyer	Signature	Date
Financial institution confirmation # (if available)		
Please staple a copy of the financial institution's confirmation to this form for filing.		
Filed in Accounting Records		
Filed in Client File		

PART D: Verification of transfer (for law firm use)

Confirmation Received Date

Confirmation Verified Date

Verified by

Notes/Follow up (if applicable)

PART E: Law Society Rules

1. This form must be completed in its entirety for all electronic transfers from the trust account other than those covered under **Rule 3-64 (9)**.
2. The initiating and authorizing lawyer(s) must be practicing members of the Law Society and authorized signatories on the trust account.
3. The accounting control number is a sequential number obtained from the law firm's accounting system.
4. The financial institution confirmation must be obtained by the law firm within one banking day and must contain the following information:
 - a. Date of transfer
 - b. Source account information: account name, financial institution and account number
 - c. Destination account: account name, financial institution (including address) and account number
 - d. Name of authorizing person
 - e. Amount of funds being transferred
5. The confirmation received from the financial institution must be verified against the transfer form the day it is obtained by the practice from the financial institution.
6. The original paper copy of this form, signed by the authorizing lawyer(s), must be delivered to the source financial institution.
7. Authorized, signed copies of this form and the confirmation received from the financial institution must be retained in the firm's trust accounting records and a copy placed in the client's file
8. **Online payments from the trust account via the web are NOT PERMITTED under this Rule.** All EFT payments must be requested using this form and provided to your financial institution for completion.