

## Trust Administration Fee (TAF) Filing Instructions

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9  
t 604.697.5810 | BC toll-free 1.800.903.5300 ext 5810  
f 604.646.5917 | TTY 604.443.5700  
Email [trustaccounting@lsbc.org](mailto:trustaccounting@lsbc.org) | [lawsociety.bc.ca](http://lawsociety.bc.ca)

Law Society Rule 2-110 requires all law firms to remit the Trust Administration Fee (TAF) for each client matter undertaken by the lawyers of the firm in connection with which the lawyer(s) receive any money in trust, no including fees and retainers. TAF remittances are due quarterly.

## Login

1. Login under For Lawyers > Trust Assurance Program > Trust Administration Fee > Trust Administration Fee Invoices or directly at: <http://www.lawsociety.bc.ca/apps/taf/index.cfm>
2. Enter your law firm's filing number and postal code to login and create a new TAF invoice for each quarter.

## Law firm filing identification number

The law firm filing number is a 9 or 10-digit number associated with your law firm (e.g. 012345-001). This number is a unique number to your firm and does not change. If you have misplaced your law firm identification number, please email the Trust Assurance department at: [trustaccounting@lsbc.org](mailto:trustaccounting@lsbc.org).

*Note: the law firm identification number should not be confused with the 14-digit trust report filing number, used to file annual trust reports that changes each 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 the TAF remittance and corresponding payment are due within 30 days of each filing quarter-end.

If you are creating an online invoice *after* the due date, a 5% late fee will automatically be added to your invoice total.

## Report of client matters attracting the TAF

For each month in this reporting period, please provide the number of distinct client matters that attracted the TAF. Real estate conveyance matters should be recorded separately from all other client matters.

## 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. An online payment can not be processed if an invoice has not been created and any delays in processing your online payment due to missing invoices may result in a 5% late fee.

- 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.

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

## Signing the invoice and remitting payment

Please sign the invoice and retain a copy for your records. The invoice should be mailed together with your cheque or if paying online email the invoice to the Finance department at [Finance@lsbc.org](mailto:Finance@lsbc.org)