

Law Society Payment Option Sheet

All payments must be in **Canadian dollars**. *Payments made in foreign funds will be returned unprocessed.*

1. Cheque or Bank Draft

- Payable to the Law Society of British Columbia.
- Must be delivered to the Law Society by the due date.
- Cheques may be post-dated to the due date specified on the invoice.
- If you have stopped payment on a cheque or bank draft, you must notify finance@lsbc.org immediately to avoid the return payment fee of \$21.00.

2. Online Banking

- Pay online through your financial institution via bill payment (**not** e-Transfer).
- Enter your **6-digit** Member ID/Student ID (add leading zeros if needed) as your LSBC account number. Do **not** use your invoice number.
- LSAP, Temporary Articles and Transfer applicants who have **not** been assigned an ID should use 111111 as your LSBC account number.
- Allow 3-5 business days from the date of payment for processing.

3. Wire Transfer - Recommended for international payments only (Service fee applies)

- Add a \$15 wire transfer fee to your total invoice amount **and** any additional charges imposed by your bank and intermediary financial institution(s). Ensure to check with your bank on all charges as short payments will result in further fees.
- Instruct your bank to select the charge term 'OURS' when initiating wire transfers instead of 'BEN'. This will ensure any additional charges will not be deducted from your payment resulting in an underpayment. For further clarity, the remitter can inquiry about this with their financial institution
- Include your Member ID/Student ID, invoice number and wire transfer amount in the wire payment details.
- Notify us by email at finance@lsbc.org to trace payment and apply to your invoice once payment is made.

Bank Account Information:

Transit Number: 00040
Bank Account Number: 1622826
IBAN: 00041622826
SWIFT BIC Code: BOFMCAM2
Canadian Routing Code: 000100040
Account Type: Chequing

Branch Address:

Bank of Montreal
595 Burrard Street
Vancouver, BC V7X 1L7

The Law Society does **NOT** accept credit card, debit card, or INTERAC e-Transfers.

Questions? Contact the Registration and Licensee Services department at: registration@lsbc.org or 604-605-5311.