

Electronic Banking Withdrawal

Rule 109

Instructions

1. This form must be completed for all electronic payments under Rule 109.
2. The law firm must obtain written instructions from the payee detailing the destination account (account name, account number, financial institution and financial institution address) except if transferring to another account of the law firm.
3. The law firm must obtain within two banking days of the withdrawal a hardcopy confirmation from the financial institution showing the withdrawal date, source account, destination account and amount.
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 the Northwest Territories.**
5. A member practising as a sole practitioner is a "Law Firm" as defined in the Rules.

All questions on this form must be answered.

Transfer for fees

Transfer to client or third party

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. Lawyer has approved and/or executed this transaction. | Yes | No | N/A |
| 3. If transfer is for fees, the amounts are itemized as per the client files. | Yes | No | N/A |
| 4. Law firm has verified payment. | Yes | No | N/A |
| 5. Comments (if any): | | | |

SECTION C – LAWYER APPROVAL

Dated:

(mm/dd/yyyy)

Signature