Immigration & Refugee Private Bar Information

A. Professional information

Solicitor's name:	
Phone (direct):	Phone (cell):
Email:	
Firm name:	
Firm address:	
City/Prov:	Postal Code:
Province:	
Firm phone (main):	

B. Financial information

Acceptance onto the Panel is conditional upon:

1. Completing Appendix A – Electronic Fund Transfer (EFT) Information for Direct Deposit authorization form, and
2. Providing additional banking information (either a void cheque or Direct Deposit form from your bank).

The opportunity to continue to be provided with appointments is conditional on keeping this information current. If there are changes to the account information, you will advise Legal Aid Saskatchewan's Director of Finance in writing in a reasonable time to update its records.

☐ I have reviewed the information I have provided and it is correct to the best of my recollection. I verify I have read and understand *The Legal Aid Act*, *The Legal Aid Regulations*, *The Commission Private Bar Policy-January 2021*, *Tariff of Fees* and the *Billing and Payments Handbook*.

☐ I commit to attending a Legal Aid Saskatchewan orientation which will include billing and payments.

_____ _____

Signature Date (YYYY-MM-DD)

Submit the completed form by email to I&RServices@legalaid.sk.ca with the subject line "Panel Application."

APPENDIX A
Electronic Fund Transfer (EFT) Information for Direct Deposit

Date:
To: Accounting Department, Legal Aid Saskatchewan, Head Office
From:
RE: Electronic Fund Transfer (EFT) Information for Direct Deposit

Authorization is given to credit the account noted below for services rendered. If there are changes to the account information, arrangements will be made with Legal Aid Saskatchewan – Head Office to update the records in a reasonable time.

Payment deposited information required **[You must provide ALL information requested AND provide a void cheque or bank letter].**

Bank's name:	
Bank's mailing address:	
City/Prov:	Postal Code:
Bank number (3 digits):	Transit number (5 digits):
Account number:	
Email remittance to:	

_____
(Vendor Approval)