

## Instructions to Lawyers with a Scotiabank Account

**Step 1:** Complete Section 1 of the Rapid Transfer Request to Lawyer's Trust Account PDF form.

**Step 2:** Print the form and provide the form to your depositing Lawyer that will come to a Scotiabank branch to make the Rapid Transfer.

**Note:** You will need to have [Adobe® Acrobat® Reader™](#) installed on your computer to access this form. If you don't have it, please download a free copy.

## Instructions to the Depositing Lawyer

**Step 1:** Complete Section 2.

**Step 2:** Present Scotiabank with a certified cheque drawn on your account or a bank draft payable to the lawyer's trust account.

**Step 3:** The Person depositing the actual item at Scotiabank must bring in the following:

1. Request Form – Section 1 and 2 must be complete
2. Certified Item
3. Applicable fee, i.e. \$10.00/item, etc.

**Branch Locator:** To find a Scotiabank branch nearest to your office, use this locator.

<http://locator.scotiabank.com/ScotiaExt/default.asp>

Date

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**SECTION 1****Transferred  
funds to:**

12 Digit Account Number

**Transfer Amount**  
(CAD funds only)

\$

Lawyer/Law Firm's Account Name

Domicile Branch Name

Transit Number

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**SECTION 2****Funds being  
transferred from:**

Lawyer/Law Firm's Name

Address

City

Province

Postal Code

Phone Number

(       )

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**BANK USE ONLY****Fees Collected**

- ☐ Transfer fee - \$10.00 per item
- ☐ Payee Advice fee - \$5.00 + out-of-pocket expenses (if applicable)

**Customer Signature** - Individual making the deposit at the branch

Prepared By

Authorized By