

Mortgage Payout Options

During these challenging times, Scotiabank® understands you and your firm may need alternate options for submitting mortgage payout funds to us. As a result, Scotiabank advises that the alternatives outlined below are available effective immediately.

Payment by Cheque

- If you are a solicitor/notary submitting mortgage payout funds by cheque from your trust account, the cheque does not need to be certified. Mail the cheque directly to: ATT: Mortgage Operations -Payout Team 4715 Tahoe Blvd Mississauga ON, L4W 0B4

If the payout statement has been issued to you either (i) online through the First Canadian Title® Lender Lawyer Connect Payouts portal or (ii) by fax through the Retail Service Centre Montreal, the following options for payment are also available:

Payment by Debit to Trust Account

- If you are a solicitor/notary and would like Scotiabank to debit the mortgage payout funds directly from your trust account, you may contact us, via email, at payout.escalations@scotiabank.com to obtain the applicable authorization form. The authorization form will be sent to you by secure email and the completed form should be submitted to Scotiabank by 'reply' to the Scotiabank secure email. This process will need to be completed for each requested debit.
- If your trust account is with another financial institution and you have not previously acted on a mortgage transaction for Scotiabank, you will need to provide a void cheque or an account information form for your trust account with each authorization form.
- Please review the Scotiabank Secure E-Mail Service Customer Guide at this link. <http://info.security.bns/PolicyStandards/Guidance/Secure%20Email/English%20Scotiabank%20Secure%20Email%20Client%20User%20Guide.pdf>

Payment by Wire Transfer

- Scotiabank will accept mortgage payout funds via wire transfer originating domestically within Canada. Below is the routing information to make a mortgage payout to Scotiabank by wire.
- Please note that each financial institution will have their own requirements (including daily cut off times) and costs related to issuing a wire payment and we recommend you contact your financial institution to find out their requirements.

If the payout statement is issued to you by a Scotiabank branch or by Scotia Mortgage Authority (SMA), the payout funds must be submitted as set out in that payout statement and payment cannot be made by debit to a trust account or by wire transfer at this time.

If you have any questions regarding this communication or require additional information, please contact our Support Desk toll-free, at 1-800-567-1331

Routing Details:

To ensure a mortgage payout by wire transfer can be processed, you must include the following information with each wire payment:

- The wire payment must be payable to The Bank of Nova Scotia and not to the mortgagor(s).
- The mortgage account number must be clearly identified.

