



## Lawyer Vendor Application Form-A

To obtain a vendor (billing) number you must be listed as practising with the Law Society of BC. Please complete this form and attach a VOID cheque, sign it and email it to [finance.support@lss.bc.ca](mailto:finance.support@lss.bc.ca) or fax it to 604-682-7967. Once you have been set up, you will be notified by email.

### Issued by LSS

### Have you been issued a vendor number in the past?

**No** – Complete this form

**Yes** – Access your LSS Online account to update your profile

**Yes, but I have been deactivated** – click this link: [Vendor Number Reactivation Form-B](#)

New Vendor Number:	
LSS Online:	

Name \_\_\_\_\_

Law Society no. \_\_\_\_\_

First called to bar \_\_\_\_\_  
*Month / Day / Year*

Province \_\_\_\_\_

Please provide the following if applicable:

Gender:  Male  Female

GST/HST no. \_\_\_\_\_

WorkSafeBC no. \_\_\_\_\_

### Primary Address

Your primary address is where we will send all correspondence including updates, notices, and payments.

Firm and/or c/o name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone no. \_\_\_\_\_ Fax no. \_\_\_\_\_ Cell no. \_\_\_\_\_

Message no. \_\_\_\_\_ Toll-free no. \_\_\_\_\_

General e-mail \_\_\_\_\_ (Mandatory)

Direct Deposit email \_\_\_\_\_  
(Mandatory as a direct deposit notification is forwarded by email only)

### Contract Address (if different than address above)

Your contract address is where contracts are sent. Your primary and contract addresses may be the same.

Firm and/or c/o name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone no. \_\_\_\_\_ Fax no. \_\_\_\_\_ Cell no. \_\_\_\_\_

Message no. \_\_\_\_\_ Toll-free no. \_\_\_\_\_



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## Direct Deposit

### Financial Institution Information

Please attach a copy of a “VOID” cheque to complete this application. The information on the cheque must be for the account to which you would like the payments deposited.

**If a VOID cheque is not available, have your bank complete the information below. Please ensure figures are legible.**

Name of financial institution:

Address:

City:

Province:

Postal code:

Branch number (5 digits)

Teller Stamp

Financial institution number (4 digits)

Account number (up to 12 digits)

### Vendor Application, Direct Deposit (EFT) and LSS Online Authorization

I understand that the information on this form is collected and used to obtain a vendor billing number, LSS Online access, and to authorize direct deposit payments to the designated account indicated on the attached VOID cheque or the above noted account, in accordance with the privacy and confidentiality policy of the Legal Services Society (LSS).

I hereby authorize LSS to deposit payments into the designated account, until further notice by the undersigned in writing. I agree that LSS will have no further liability with respect to any payments made in accordance with this authorization and may at any time discontinue payment by direct deposit.

Name (please print)

Signature

(Name of lawyer)

(Signature of lawyer)

Barrister & Solicitor

Date

(yyyy/mm/dd)

The LSS Tariffs and billing forms are on the LSS website at [www.legalaid.bc.ca](http://www.legalaid.bc.ca), under “Lawyers.” For assistance with tariffs and LSS Online, contact the Lawyer Services Department at 604-601-6155 or 1-888-401-6206, or email [lawyer.support@lss.bc.ca](mailto:lawyer.support@lss.bc.ca).

An email notification from [lawyer.support@lss.bc.ca](mailto:lawyer.support@lss.bc.ca) will be sent when your private bar vendor number and LSS Online access user name has been issued.

Direct all banking payment inquiries to: [finance.support@lss.bc.ca](mailto:finance.support@lss.bc.ca)

Please whitelist the above two email addresses to prevent our responses from going into your spam folder.



In order to reduce the carbon footprint the original completed forms are not required by our office. Thank you.