

Issued by LABC

New Vendor Number	
Lawyer Portal User Name	

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 all fields on this form (unless noted otherwise), attach a VOID cheque (if applicable), sign the form and email it to lawyer.support@legalaid.bc.ca. Once you have been set up, LABC will notify you by email.

If you have been issued a vendor number in the past, do not complete this form. You may be able to access your [Lawyer Portal](#) account to update your profile. Or, if your vendor number and/or Lawyer Portal account has been deactivated, see [Vendor Number Reactivation Form-B](#). If you have any questions, contact lawyer.support@legalaid.bc.ca.

Personal Information

Last name:	First and middle name:
------------	------------------------

Call History

First called to the bar (month/day/year):	Province/jurisdiction:
---	------------------------

BC call date (month/day/year) (if different than above):	BC Law Society No:
--	--------------------

Have you been called in any other jurisdiction(s)? If yes, indicate which jurisdiction(s) and your call date(s):

Please provide a copy of your current certificate(s) of standing for all jurisdictions, except BC.

GST and WorkSafeBC (if applicable)

GST exempt?	Yes	No	If you do not provide a GST No., you will be exempt from being paid GST.
-------------	-----	----	--

GST No:	WorkSafeBC No:
---------	----------------

Exact name registered with CRA for GST 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:	Cell No:	
-----------	----------	--

Message No:	Toll-free No:	
-------------	---------------	--

E-mail (LABC will use this email for payment notifications):

Lawyer Vendor Application - Form A (cont'd)

Contract Address (if different than address above) Your contract address is where LABC will send your contracts. Your primary and contract addresses may be the same.		
Firm and/or c/o name:		
Street Address:		
City:	Province:	Postal code:
Phone No:	Cell No:	Fax No:
Message No:	Toll-free No:	
Email:		
Direct Deposit Banking Information (Canadian financial institutions only) Direct deposit is the only method of payment. You must complete the entire section below. Please ensure figures are legible. You must also attach a "VOID" cheque or provide a stamp from your financial institution. If attaching a void cheque, the information on the void cheque must be for the account to which you would like the payments deposited.		
Name of financial institution:		
Address:		
City:	Province:	Postal Code:
Branch No (5 digits):	Financial Institution Stamp (if no void cheque):	
Financial institution No (up to 4 digits):		
Account No (up to 12 digits):		
Authorization and Declaration		
<p>I understand that the information on this form is collected and used to obtain an LABC vendor billing number, Lawyer Portal 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 Legal Aid BC (LABC), the business name of the Legal Services Society. I understand that LABC contracts with and pays the lawyer, not the lawyer's law firm.</p> <p>I hereby authorize LABC to deposit payments into the designated account, until further notice by the undersigned in writing. I agree that LABC will have no further liability regarding any payments made in accordance with this authorization and may at any time discontinue payment by direct deposit.</p> <p>I have read and agree to comply with the LABC Tariffs, including the General Terms & Conditions. The LABC Tariffs are available on the LABC website at legalaidsbc.ca (under Lawyers – LABC Tariffs).</p> <p>I agree not to withdraw my services during or after the term of a Tariff Agreement unless authorized by the Tariff Agreement's negotiation process and the applicable essential services agreement or order. Tariff Agreement means an agreement between the Association of Legal Aid Lawyers and the BC government relating to tariff rates and other compensation-related terms and conditions under which lawyers provide legal aid services to clients under contract with LABC. See the current Tariff Agreement (paragraph 8 of the Negotiation Framework Agreement section) available on the LABC website at legalaidsbc.ca (under About us – Our mandate & MOU – Tariff Agreement).</p>		
Lawyer's Name (please print): _____ <div style="text-align: center;">Barrister & Solicitor</div>		Lawyer's Signature: _____
Date (month/day/year): _____		

Lawyer Vendor Application - Form A (cont'd)

For assistance with the LABC Tariffs or the Lawyer Portal or for payment inquiries, contact Lawyer Services at 604-601-6155 or 1-888-401-6206 or lawyer.support@legalaids.bc.ca.

An email notification from lawyer.support@legalaids.bc.ca will be sent when your LABC vendor number and Lawyer Portal user name have been issued. Please whitelist this email address to prevent our emails from going to your spam folder.