



Energy
Revenue and Resource Operations
Division
Oil Sands Branch
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COAL AND MINERAL DEVELOPMENT INFORMATION BULLETIN 2018-03

Subject: Coal and Mineral Development Tenure Applications and Royalty Payments in the Event of a Postal Strike

In the event of a postal strike, Coal and Mineral Development tenure and royalty clients are advised that payments are required by their respective due dates and mailed applications may experience delays. For coal and mineral business, there are multiple options available to operators:

Recreational Placer Licences

With a postal strike, the only method of acquiring a recreational placer licence will be in person at the Edmonton office. Payment options in person include cash, cheque, and credit card. Please see below for the address.

Tenure applications and royalty reports

We encourage applicants and royalty payors to utilize the Electronic Transfer System to submit applications and report royalties for coal or metallic and industrial minerals. This will avoid delay caused by a mail strike.

Paper applications and royalty reports can also be couriered or hand delivered to the Edmonton office. Please see below for the address.

Electronic Funds Transfer (EFT) to the account of the Government of Alberta:

Bank Name: CIBC (Canadian Imperial Bank of Commerce)
Beneficiary Name: PT-Mineral Revenue Account
Bank Address: 10102 Jasper Avenue, Edmonton, Alberta T5J 1W5
Bank No.: 010
Swift Code: CIBCCATT
Transit No.: 00059
Account No.: 00-54305

Pre-authorized Automatic Debit Remittance (Auto-Debit):

Auto-Debit requires remittance on or before the 5th last working day of the month. However, operators who are interested in the Auto-Debit payment option can consult with Alberta Energy Financial Services Branch for set up procedures. See *Assistance with Remittance* for details.

In order to set up for preauthorized debit, the agreement (link below) must be completed and sent to Alberta Energy Financial Services:

https://www.energy.alberta.ca/AU/Services/Documents/FR_Preauthorized_Debit_Contract.docm

Pay by cheque (hand delivered) to Edmonton or Calgary office:

Edmonton Office

Alberta Energy
North Petroleum Plaza
9945-108 Street NW
Edmonton, Alberta

Calgary Office

Calgary Information Centre
AMEC Building
300, 801 – 6 Avenue SW
Calgary, Alberta

Deposit payment at designated CIBC Branches (RapidTrans Deposit Slip):

Clients can deposit the payment at two designated CIBC branches in Calgary (Bow Valley Square 2 and Bankers Hall). A RapidTrans Deposit Slip is required for this method of payment. RapidTrans Deposit Slips can be obtained from Alberta Energy offices. See *Assistance with Remittances* for details.

If the client has a CIBC bank account number for RapidTrans, they can deposit the payment into that account. If the client does not have its own CIBC bank account number for RapidTrans, they can deposit the payment into the generic bank account: Transit No. 00009, Account No. 09-35603.

Refunds:

In order for an operator to receive a refund via Electronic Funds Transfer, a Direct Deposit form will need to be completed (attached). Please send the completed form to Alberta Energy Financial Services Branch via email to G94deposit@gov.ab.ca and include "Direct Deposit Application" in the subject line. See *Assistance with Remittance* for details.

Assistance with Remittance:

For assistance with payment options and/or remittance, contact Alberta Energy Financial Services at (780) 427-8857 or (780) 427-3600. Additional copies of the RapidTrans Deposit Slips are available at the Alberta Energy Calgary Information Centre.

Questions regarding this Information Bulletin may be directed to:

Micheal Moroskat
Director, Coal and Mineral Development
Phone: (780) 638-4034
micheal.moroskat@gov.ab.ca

Authorized by: Gary Haynes
Executive Director
Oil Sands Operations Branch

The information indicated on this form is confidential and will be used solely for the purpose of depositing your payments directly into your bank account. We will not release this information for any other purpose. If you have any questions or concerns, please follow up with your Ministry Contact.

Incomplete forms will not be processed.

INSTRUCTIONS

- This form is not required if you have a PERSONALIZED voided cheque.
- Funds will only be deposited into ONE bank account.
- Funds can only be deposited in the name of the person or company who CURRENTLY receives the cheque from the Ministry.
- This form must be signed by both spouses where both spouses are registered as the payment recipients.
- Please return the signed form to your Ministry Contact for processing.

Part 1 Party Authorized to Receive Payment

Vendor Number (if known)

See sample cheque below to complete the following information:

A. Name of Account Holder		
Last Name/Company Name	First Name	Middle Name
Address		City/Town
Province	Postal Code	Telephone Number (include area code)

I authorize the Province of Alberta to make all payments due to me by deposit to the above account. Payment shall continue until I advise you of any change.

Signed

Dated

Signed (if joint account)

Dated

Part 2 Bank Information

B. Name of Bank		C. Bank Address	
Type of Account (please check one): <input type="checkbox"/> Chequing <input type="checkbox"/> Savings	D. Bank Transit/Branch Number	E. Bank Number	F. Account Number
Financial Institution Officer's Signature	Telephone Number	Dated	

Sample of Personalized Cheque

A → Shirley Smith #102, 10222 - 102 Street Edmonton, Alberta T6P 1L9 Date 1 5 9
 Name of Account Holder
 PAID TO THE ORDER OF \$ []
 B → ROYAL BANK OF CANADA 107 Street & 107 Avenue Branch
 Name of Bank
 C → 10707 - 107 STREET EDMONTON, ALTA. T5A 3P8
 Bank Address
 1 5 9* : 0 4 5 0 9** 0 0 3 : 5 0 9*** 8 4 4*** **

↑ D Bank Transit/ Branch Number - 5 zero in front of the actual Bank ID is 3 digits
 ↑ E Bank Number - 4 digits (add zero in front and 12 digits)
 ↑ F Account Number - between 3 and 12 digits

Bank Teller Stamp

Please return the signed form to your Ministry Contact for processing.