



Alberta Energy
Resource Revenue and Operations
Oil Sands Operations
Petroleum Plaza, North Tower
9945 108th Street NW
Edmonton, Alberta T5K 2G6

October 18, 2018

OIL SANDS TENURE INFORMATION BULLETIN 2018-08

Subject: Oil sands tenure payments in the event of a postal strike

In the event of a postal strike, all oil sands tenure payments are required by their respective due dates. To facilitate this, there are multiple payment options available:

1. 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

2. Auto-debit authorization for Mineral/Surface Monthly Statements

Alberta Energy offers clients the option of auto-debit remittance when making payments. Clients interested in the auto-debit payment option may consult with Alberta Energy Financial Services Branch for set-up procedures. See *ETS Manuals>Monthly Statements* for details (<https://www.energy.alberta.ca/AU/Services/Pages/Manuals.aspx>).

For Mineral Statements, the [Auto Debit Authorization](#) must be completed and sent to Alberta Energy Financial Services Branch.

For Surface Statements, the [Monthly Statement Agreement](#) must be completed and sent to Alberta Energy Financial Services Branch.

Please note that auto debit set up requests for payments required on the 15th of the month must be received no later than the 8th of that particular month to allow time for processing.

3. Pre-authorized debit for charges due at month end

In order to be set up for pre-authorized debit, a [Pre-authorized Debit Agreement](#) must be completed. Page six of the agreement must indicate the activities to be auto

debited per statement of account or such information must be communicated by faxing same to Alberta Energy Financial Services Branch on company letterhead.

4. Payment by cheque at the Calgary office or Edmonton office

Clients may drop off their payments at our Calgary office:

Alberta Energy
Calgary Information Centre, AMEC Building
Suite 300, 801 6th Avenue SW
Calgary, Alberta T2P 3W2

Clients may drop off their payments at our Edmonton office:

Alberta Energy
2nd Floor, North Petroleum Plaza
9945 108th Street NW
Edmonton, Alberta T5K 2G8

5. 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.

If a client has a CIBC bank account number for RapidTrans, deposit the payment into that account. If a client does not have its own CIBC bank account number for RapidTrans, deposit the payment into the generic bank account: Transit 00009, Account 09-35603.

Refunds

In order for a client to receive a refund via Electronic Funds Transfer (EFT), the attached direct deposit form must be completed. Please return the completed form via email to energy.rentals@gov.ab.ca and include "Direct Deposit Application for Refund" in the subject line.

Assistance with remittances

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

Remittances are to be sent once the deposit/wire has been made. Information must include invoice reference numbers, account numbers, lease numbers, and dollar amounts.

Please send by fax or by email:

Fax Number: (780) 422-4281
Fax Recipient: Payment Processor/Banking Analyst

– OR –

Email: G94Deposits@gov.ab.ca

Please note that interest charges will not be waived on late payments.

Questions regarding this information bulletin may be directed to Cormac McManamon, Tenure Manager, Oil Sands Operations.

Contact: Cormac McManamon
Tenure Manager, Oil Sands Operations

Phone: (780) 427-0223
Email: cormac.mcmanamon@gov.ab.ca

Authorized by: Gary Haynes
Executive Director, Oil Sands Operations

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.