



Energy
Revenue and Resource Operations
Division
Oil Sands Branch
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9945 – 108 Street
Edmonton, Alberta T5K 2G6
Canada
www.alberta.ca

October 17, 2018

OIL SANDS INFORMATION BULLETIN 2018-07

Subject: Oil Sands Royalty Payments in the Event of a Postal Strike

In the event of a postal strike, oil sands royalty operators are advised that royalty payments are required by the specified due dates pursuant to the Oil Sands Royalty Regulation, 2009 (OSRR'09). To facilitate this, there are multiple payment options available to operators:

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. As such, Auto-Debit may not be a viable payment option for oil sands Crown royalty as operators may not know the oil sands Crown royalty payable by this date for this payment option. 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 Calgary office:

Operators may pay by cheque directly to the Calgary office:
Alberta Energy
Calgary Information Centre, AMEC Building
300, 801 – 6 Avenue SW
Calgary, Alberta T2P 3W2

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.

Please refer to Information Bulletin (IB) 2015-01 “Oil Sands Crown Royalty Payments and Payment Allocation Details” for further details. Please note interest charges will not be waived on late payments.

Questions regarding this Information Bulletin may be directed to:

Tashfin Haque
Manager, Royalty Administration
Phone: (780) 422-1334
tashfin.haque@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)

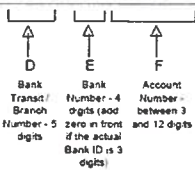
Dated

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 → Name of Account Holder	Shirley Smith #102, 10222 - 102 Street Edmonton, Alberta T6P 1L9	Date	1 5 9
	PAY TO THE ORDER OF	\$	
B → Name of Bank	ROYAL BANK OF CANADA 107 Street & 107 Avenue Branch		100 Dollars
C → Bank Address	10707 - 107 STREET EDMONTON, ALTA. T5A 3P8		
	⑈1 5 9⑈ :0 4 5 0 9⑈ 0 0 3: 5 0 9⑈ 8 4 4⑈ ⑈⑈⑈		



Bank Teller Stamp

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