

# Receipt of Funds Record

## A. BASIC TRANSACTION INFORMATION

Transaction Property Address: .....

Sales Representative/Broker Name: .....

## B. INFORMATION ON FUNDS

Amount of Funds: .....	Currency of Funds: .....
Date of receipt of funds: .....	
Type of funds received:	
<input type="checkbox"/> Cheque <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Bank Draft <input type="checkbox"/> e-transfer <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Other, explain: .....	
Method of receipt:	
<input type="checkbox"/> in person <input type="checkbox"/> mail <input type="checkbox"/> electronically (for e-transfer/wire transfer) <input type="checkbox"/> Other, explain: .....	
Purpose of funds (e.g., deposit for purchase): .....	
For Funds not in CAD:	
Exchange rate: .....	Source of exchange rate: .....

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Date of receipt of funds: .....	
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## C. ACCOUNT-RELATED INFORMATION

**C.1. List any reference number(s) of the brokerage that received the Funds that is connected to this purchase/sale transaction and that functions as an account for the Funds:** .....

**C.2. If an account is affected\* by the transaction complete this section for each affected account\*\*:**

\* Some examples of when an account is affected are when funds are received by cheque , or a money order or bank draft purchased from an account. The account from which the funds are drawn is "affected".

\*\*Add additional information for additional accounts, if necessary

**Account 1:** Number of account: ..... Name of account holder: .....  
Type of account:  Chequing  Saving  Trust  Other, explain: .....

**Account 2:** Number of account: ..... Name of account holder: .....  
Type of account:  Chequing  Saving  Trust  Other, explain: .....

**Account 3:** Number of account: ..... Name of account holder: .....  
Type of account:  Chequing  Saving  Trust  Other, explain: .....

**Account 4:** Number of account: ..... Name of account holder: .....  
Type of account:  Chequing  Saving  Trust  Other, explain: .....

**Account 5:** Number of account: ..... Name of account holder: .....  
Type of account:  Chequing  Saving  Trust  Other, explain: .....

## D. INFORMATION ON INDIVIDUAL/ENTITY PROVIDING FUNDS

Complete Section D.1 if an individual is providing the funds. Complete Section D.2 if a corporation/entity is providing funds.

### D.1. Verification of Individual

1. Full legal name of individual: .....
2. Address: .....
3. Date of Birth: .....
4. Nature of Principal Business or Occupation: .....
5. Date Information Verified/Credit File Consulted: .....

Complete one of D.1.1, D.1.1.2 or D.1.1.3 depending on how you ID'ed the person providing the funds.

#### D.1.1 Federal/Provincial/Territorial Government-Issued Photo ID

Ascertain the individual's identity by comparing the individual to their photo ID. The individual must be physically present unless using technology capable of assessing a government-issued photo identification document's authenticity.

1. Type of Identification Document\*:  Driver license  Passport  Other, explain .....
2. Document Identifier Number: .....  
(must view the original and have a photo)
3. Issuing Jurisdiction: .....  
(insert applicable Province, Territory, Foreign Jurisdiction or "Canada") Country: .....
4. Document Expiry Date: .....  
(must be valid and not expired)

#### D.1.2. Credit File Method

Ascertain the individual's identity by comparing the individual's name, date of birth and address information above to information in a Canadian credit file that has been in existence for at least three years and is derived from more than one source. If any of the information does not match, you will need to use another method to ascertain client identity. Consult the credit file at the time you ascertain the individual's identity. The individual does not need to be physically present.

1. Name of Canadian Credit Bureau Holding the Credit File: .....
2. Reference Number of Credit File: .....



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## D.1.1.3 Dual ID Process Method

1. Complete two of the following three checkboxes by ascertaining the individual's identity by referring to information in two independent, reliable, sources. Each source must be well known and reputable (e.g., federal, provincial, territorial and municipal levels of government, crown corporations, financial entities or utility providers). The individual does not need to be physically present.

Confirm the individual's name and date of birth by referring to a document or source containing the individual's name and date of birth\*

1. **Name of Source:** ..... (must be valid and not expired; must be recent if no expiry date)

2. **Account Number\*\*:** .....

Confirm the individual's name and address by referring to a document or source containing the individual's name and address\*

1. **Name of Source:** ..... (must be valid and not expired; must be recent if no expiry date)

2. **Account Number\*\*:** .....

Confirm the individual's name and confirm a financial account\*

1. **Name of Source:** .....

2. **Financial Account Type:** .....

3. **Account Number\*\*:** .....

\* See CREA's FINTRAC materials on CREA's Member Portal for examples. \*\* Or reference number if there is no account number.

## D.2. Verification of Corporation/Entity

1. **Name of Corporation or Entity:** .....

2. **Corporate/Entity Address:** .....

3. **Nature of Principal Business:** .....

4. **Type of Verification Record:** .....

5. **Source of Verification Record:** .....

Records may be paper or electronic version. If record is in paper format or electronic database not accessible to the public, a copy must be kept. If record is an electronic version in a public database, a record of corporation's registration number and type and source of record (e.g. Corporation Canada's website) must be kept.

Complete one of D.2.1 or D.2.2 depending on whether the entity providing the funds is a corporation or another type of entity.

### D.2.1. Corporation

**Name(s) of Directors:** .....

.....

.....

.....

**Registration number of corporation:** .....

Attach a copy of corporate records showing authority to bind corporation regarding transaction:

(e.g., certificate of incumbency, articles of incorporation, by-laws setting out officers duly authorized to sign on behalf of corporation)

Check this box when attached.

## E. Other Persons or Entities

If other persons are involved in providing the funds, for each person or entity involved in providing the funds, record:

1. **Name:** .....

2. **Address:** .....

3. **Date of birth (in the case of a person):** .....

4. **Nature of their principal business or occupation:** .....

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## F. NOTES

**TWO AGENTS:** Where there are two agents involved in a transaction, the buyer's agent is responsible for completing the receipt of funds record.

**LISTING AGENT:** Even if funds are provided to and held by the listing brokerage the buyer's agent must complete the receipt of funds record.

If funds are deposited into a listing agent's trust account, the buyer's agent is only required to record the fact that the funds were deposited into the listing agent's trust account but is not required to include the number of the trust account or the name or entity that holds the trust account.

**REASONABLE MEASURES:** If the buyer agent's client provides funds directly to the listing agent, the buyer agent is only obligated to take reasonable measures (i.e. ask) the listing broker for:

- Any listing brokerage reference numbers.
- Where a client account is affected (e.g. client's chequing account), the account number, the name of the account holder and the type of account.

**MULTIPLE ACCOUNTS:** Note that if multiple accounts are affected, information on all accounts affected needs to be recorded subject to the caveats noted above with respect to listing agent trust accounts and the reasonable measures.

**ARE FUNDS BEING PROVIDED BY CLIENT:** If the funds are not being provided by the client, speak to the brokerage's Compliance Officer and consider making a suspicious transaction report if this seems unusual in light of the transaction.