



## **CHECKLIST: COMMERCIAL WINERY – NEW REMITTANCE MODEL**

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The LDB wants to help ensure you are able to proactively prepare for a smooth transition and to experience the benefits of the new remittance model.

Here is a checklist of suggested activities for you to consider as you plan for the transition. Please note, this list is not exhaustive and is subject to change.

### **Banking and Pre-Authorized Debit (PAD) Agreement**

- Read the PAD agreement. This was emailed to you and can also be found [here](#).
- Decide which business bank account you want to use for the PAD agreement.
- Communicate with your bank and make arrangements for your business bank account to process the PAD.
- Make adjustments to your business processes to ensure payment to the LDB can be made as per the PAD agreement.
- Complete the PAD agreement by filling in your manufacturer identification information and either attach a void cheque or have your financial institution provide verification.
- Sign the PAD agreement.
- Mail or scan/e-mail the signed PAD agreement to the LDB at the addresses below to ensure it is received by Wednesday, February 21, 2018:

**Mailing address:**

LDB Finance – Wholesale  
2625 Rupert Street  
Vancouver, BC  
V5M 3T5

**Email address:**

[pd.settlement.support@bcldb.com](mailto:pd.settlement.support@bcldb.com)

### **Learn about the new process, tools and forms on the LDB's [Doing Business with LDB webpage](#)**

- Review the supporting documents provided by the LDB, such as the latest [Webinar Slides](#) and the [Q&A document](#), which describes the key amendments that will be made to your Sales Agreement
- Review the step-by-step [Transition Instructions](#) for the new remittance model
- Review the [Timelines and Notifications](#) for the new remittance model
- You may want to consult with your bank account manager, accountant and legal advisor

### **Records and Bookkeeping**

- Notify your accountant or bookkeeper about the change
- Ensure “@BCLDB.com” email addresses are not filtered by your spam filter
- Create a process to calculate operating cash flow and ensure sufficient funds are available for PAD when the funds are due
- Be aware that GST reporting and payment on the supplier cost of the product (at the duty paid cost) are still the responsibility of wineries, and need to be recorded and reported as per the requirements of applicable laws

### **Operational Changes**

- If you have impacted staff, consider if they need training or other support to be able to fulfill the new payment requirements
- Identify any changes that need to be made to your operational systems, tools and processes and plan accordingly
- Monitor the balance of your designated PAD account on an ongoing basis to ensure sufficient funds are available for PAD when due