



CHECKLIST: CRAFT BREWERS – NEW REMITTANCE MODEL

The LDB wants to help ensure you are able to pro-actively 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 attaching a void cheque or entering your business bank account information
- Sign the PAD agreement
- Mail or scan/e-mail the PAD agreement to the LDB at the addresses below to ensure it is received by Friday, September 16, 2016:

Mailing address:

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

Email address:

regemail@bclldb.com

Learn about the new process, tools and forms on the LDB's [Doing Business 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 breweries, 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

This section only applies to breweries with hospitality/wholesale customers currently on a Pre-Authorized Payment (PAP) agreement with the LDB for their sales:

- Contact your wholesale and hospitality customers who current have a Pre-Authorized Payment (PAP) agreement with the LDB and inform them that, starting October 2, 2016, they will need to make payment for products directly to you. A memo with further details is available on the LDB [Wholesale Operations Website](#).
- Make arrangements with these customers for direct payment
- Check with your bank to ensure outstanding payments owing from customers are cleared timely, to ensure sufficient funds are available for PAD when due