



## CANNABIS RETAILER PAYMENT SELECTION

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Retailer Legal Name: \_\_\_\_\_

Cannabis License Number: 

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Choose one of the following payment options:

### Option 1, Bill Payment

In order to make a payment through online banking or telephone banking, you can add AGLC Cannabis as a payee either online, by phone or at the branch.

To add the AGLC as a payee online:

1. Log into your bank account
2. Search "AGLC Cannabis" as the payee
3. Add the 11 digit account number AGLC assigned to you
4. You are now setup for online bill payment

If multiple orders have been placed, please ensure to submit separate payments for each order - failure to do so may result in delay of shipment release or order cancellation.

**IMPORTANT** – before selecting this payment option, please confirm with your financial institution that they offer this option of payment.

### Option 2, Pre Authorized Debit (PAD)

Orders placed before 11:00AM MT will be included in same day's withdrawal request, with product released for shipment the following day (assuming successful funds withdrawal).

To utilize the PAD form of payment, the retailer must provide the following:

- Pre-Authorized Debit (PAD) Agreement for Business (attached)
- Bank Account Verification Letter (attached)
- A copy of the most recent two consecutive years' Financial Statements prepared by a designated accountant (CPA)
  - If financial statements are not available, please select this box

Once the above documents are received, the AGLC will conduct credit evaluation of the retailer and determine if additional financial security is required from the retailer (and the amount required to provide such security).

If the AGLC determines that financial security is required, the retailer has the following options:

1. Provide a Cash Security Deposit to the AGLC, or
2. Supply the AGLC with a Letter of Credit (LOC)

If retailer chooses to provide a cash security deposit to the AGLC, the retailer must sign the Deposit Agreement (attached) and provide the funds to the AGLC in the form of either bank draft, certified cheque, money order, or bank transfer to AGLC's account.

If retailer chooses to supply AGLC with a LOC, the letter must meet the following standards:

- The LOC must be Irrevocable
- Must name 'beneficiary' as AGLC with an address of:  
50 Corriveau Avenue  
St. Albert, AB  
T8N 3T5
- Must have Applicant's name match the legal name on the License
- Must have an effective date
- Must have an expiry date
- Must have an automatic extension clause
- Must show the amount of the LOC denominated in Canadian dollars
- Must have the complete mailing address of the banking institution
- Product description of "Cannabis Retailer" if required by financial institution
- Name, title and contact number should be shown under the signatures on the LOC

**Option 3, Certified Cheque/Bank Draft/Money Order**

Once the order is placed (on eCommerce site), forward the payment to the address listed below, including a copy of the invoice (with the order information) from the eCommerce site – failure to do so may result in delay of shipment release or order cancellation.

**Submit this completed document, including all required forms to:**

[cannabisrevenue@aglc.ca](mailto:cannabisrevenue@aglc.ca)

or, mail to:

AGLC Finance  
Revenue and Cash Management  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date