

WGC PAYMENT INSTRUCTIONS

****Please ensure that any payment method used is accompanied by a corresponding remittance form properly filled out and emailed to Jennifer Phillips and John Chung (j.phillips@wgc.ca and j.chung@wgc.ca)***

1. Cheques

We recommend payment of WGC fees (dues and admin), and insurance and retirement contributions all in one cheque made out to the WGC for ease of processing. We will disburse insurance and retirement contributions to AFBS, our benefit company. The Guild is still processing cheques being sent to our office location (address below), however you may want to consider one of the alternate methods below.

Writers Guild of Canada
366 Adelaide St. W, Suite 401
Toronto, ON M5V 1R9 Canada

2. Electronic fund transfer (must be through a Canadian bank account)

Beneficiary Name: Writers Guild of Canada
Beneficiary Address: 366 Adelaide St. West Suite 401, Toronto ON M5V 1R9
Account Number: **00002-1029859 (CAD)**
Beneficiary Bank: Royal Bank of Canada
Bank Address: 200 Bay Street, Toronto, Ontario, M5J 2J5

3. E-Transfers (must be through a Canadian bank account)

To arrange an e-transfer to the WGC, you must send payment to wgcepayments@wgc.ca **NEW EMAIL ADDRESS!**

This email address is linked to our new RBC Canadian account which uses Auto Deposit so no question or answer is required. If your bank does not support Auto Deposit, please use another payment method.

4. Wire transfer

Beneficiary Name: Writers Guild of Canada
Beneficiary Address: 366 Adelaide St. West Suite 401, Toronto ON M5V 1R9
Account Number: **00002-1029859 (CAD)**
00002-4004529 (USD)
Beneficiary Bank: Royal Bank of Canada
Bank Address: 200 Bay Street, Toronto, Ontario, M5J 2J5
Bank Institution Number: 003
You need to include Swift Code: ROYCCAT2
You must include \$17 as a wire receiving fee if the payment more than \$50.



US Correspondent Bank: JP MORGAN CHASE BANK
Corresponding Bank Address: 270 Park Avenue, New York, NY 10017
ABA #: 021000021
SWIFT CODE: CHASUS33

5. **Visa or Master Card**

We can process credit card payments if you provide those details to Tao Ye by phone call 416-979-7907 x5300. Please do not provide credit card details via email. You can reach Tao Ye via t.ye@wgc.ca for other information.