

Cheque Image Requirements

If you are unable to make arrangements with your financial institution to receive original cancelled cheques and have no alternative but to accept cheque images, Rule 1505(1)(a) provides the required approval. Rule 1505(1)(a) also states that cheque images must be obtained and retained in a form approved by the Law Society of Saskatchewan.

The Law Society requires cheque images (for both trust and general accounts):

- i. To be retained in hardcopy (paper) form. If images are received other than in hardcopy form, they must be printed and retained in hardcopy form.
- ii. To be readable.

This means that each image of each cheque (front and back) must be reviewed for readability (clarity) immediately upon receipt of the images from the financial institution. If any images are not clear, new images must be requested and obtained from your financial institution immediately, as your financial institution will be destroying the original cancelled cheques.
- iii. Of the front and corresponding back of each cheque.
- iv. To be printed with no more than 8 images (4 front and 4 back) per 8.5 x 11 sheet of paper.

Please note that if the above requirements cannot/will not be met by your financial institution, you will be required to move your account(s) to another financial institution that will meet your requirements.