



October 10, 2017

Dear Carrier:

**RE: Payment required at the time of prorated transaction starting Jan. 1, 2018**

ICBC recently reviewed its processes for the collection of prorated licensing fees and will be implementing changes to ensure those processes are aligned with industry standards.

Starting January 1, 2018 ICBC will require payment of prorated licensing fees before ICBC can issue proof of licence and insurance for a prorated licensed vehicle.

This change will make the process in British Columbia consistent with other International Registration Plan (IRP) member jurisdictions.

**Making payment to ICBC**

ICBC accepts the following payment methods: credit card, cheque, wire transfer, money order, internet banking, broker cheque or bank draft.

Instructions for Internet banking and wire transfers are included on the reverse-side of this page.

We're providing as much notice of this change as possible to give commercial carriers sufficient time to prepare and, with their insurance brokers, adjust their business processes, as needed.

When you receive an IRP invoice from your Autoplan broker, remit payment to either your broker or directly to ICBC's Prorate department in a timely fashion to avoid potential delays in insuring your vehicle(s).

If you need to operate a prorated licensed vehicle before you are able to remit payment for the prorated licensing fees, you may purchase travel permits for each jurisdiction you need to operate in.

ICBC's Prorate department is available to assist brokers and commercial carriers Monday to Friday - 8:30 a.m. to 4:30 p.m. PST.

If you have any questions, please contact our office.

Sincerely,  
ICBC Prorate Office  
604-443-4450



building trust. driving confidence.

*Reverse*

ICBC accepts the following payment methods: credit card, cheque, wire transfer, money order, internet banking, broker cheque or bank draft.

**Internet Banking**

A customer wishing to pay their Prorate fees using Internet banking must select **"BC Prorate"** as the payee. Customers should first confirm with their financial institution that this payee option is available.

1. Make separate Internet payment transactions (two confirmation numbers) for Canadian Funds and US funds converted to Canadian. For US converted payments, please use the exchange rate provided on the Prorate invoice.
2. Fax the Prorate office proof of payment made, a print screen of the amount(s) paid showing the amounts and confirmation numbers. Please also fax a copy of the Prorate invoice along with the payment confirmation.

**Wire Transfer**

1. Make separate wire transfer payments transactions (two confirmation numbers) for Canadian Funds and US Funds.
2. Fax proof of the wire transfer, a print screen of the amount(s) paid showing the amounts and confirmation numbers. Please also fax a copy of the Prorate invoice along with the payment confirmation.

**Wire Transfer Account Numbers with the Royal Bank of Canada**

	<b>Bank</b>	<b>Branch</b>	<b>Account</b>
Canadian Funds	0003	09150	1000082
US Funds	0003	09150	4001020

For more information about payment options, please speak with your Autoplan broker.