Instructions

When printing the report, select “File” instead of print. Choose where to save the report, then select Rich Text Format as the File Type from the drop-down menu

Importing to Rich Text….

1. Schedule 2 – EFT Agreement
   - This is actually now Schedule 3
   - The Header now says "Schedule 3 - Electronic Fund Transfer (EFT) - Authorization Agreement" - In IM the title is "Electronic Fund Transfer (EFT) - Authorization Agreement"
   - Section 2 - Now has a section for the "Phone Number" - The user has to fill in this report manually so they should be able to enter that in the "Mailing Address" section.
   - The Footer in IM shows "Schedule 2". The user can change that to Schedule 3 or delete it.

2. Schedule 3 – Annual Banking Report
   - The Header now says "Schedule 2 - Annual Banking Report" - In IM the title is "Schedule 3 - Annual Banking Report". Change the 3 to a 2
   - Section 1 - The "I, the undersigned...” section has changed.
   - Section 1 - There is now a "Trustee licence numbers that have estates in the Annual Banking Report:" section added to the end of this section
   - Section 3 - The "Deposit Type" and "Bank and Branch of" headings in IM have changed and need to be updated to “Account Type” and “Bank and Branch where Term Deposit Located”.
   - Section 4 - The "Estate Type" column has been removed
   - Section 5 - The "Estate Type" column has been removed
   - Section 6 – The Section title changed from “General Trust Account Information” to “Other Trust Account Information”
   - Section 6 - The "Depositor's Name" and "Associated Superintendant Number" columns need to be switched
   - Section 7 - The "Estate Type" column has been renamed to “Deposit Type”