

April 1, 2020

To: AUC administration fee participants

RE: Payment directions - 2020-2021 AUC administration fee

As stated in AUC Bulletin 2020-07, AUC Calgary and Edmonton offices are closed in response to COVID-19 risk. As it is uncertain when the offices will again be open, the AUC is providing the following direction to administration fee participants regarding the payment of administration fee orders.

The AUC's preferred method for receiving payment is by electronic funds transfers. Many administration fee participants are already making payments by this method. If you are not already doing so, and you wish to begin making payments by this method, please forward your electronic funds transfer authorization/enrollment form to acctsrec@auc.ab.ca.

Payment may also be made by wire transfer. To make arrangements for payment using this method, please email your request to acctsrece@auc.ab.ca.

If you wish to make payment of your administration fee order by cheque, please contact AUC Director of Financial and Procurement Services Sabi Ghavami at 403-592-4473, or by email at sabi.ghavami@auc.ab.ca, or alternatively, AUC Financial Analyst Tony Rosgen at 403-592-4409, or by email at tony.rosgen@auc.ab.ca. to make arrangements for the delivery and receipt of your cheque.

During these uncertain times the AUC is committed to working with its constituents to ensure operations continue as smoothly as possible. This sometimes results in employing alternative approaches to ensure our workplace is safe and healthy while maintaining the Commission's ability to do its work. I thank you for your cooperation in this matter.

Yours truly,

(original signed by)

Darek Kogut
Executive Director Corporate Services