

Proof of Payment Samples

The CWRG will only accept one of the following three options as proof of payment to a skills training provider(s). An invoice stamped as paid is not a valid proof of payment.

1. A copy of the front and back of a cleared cheque:

The diagram shows a sample cheque with several callout boxes and arrows pointing to specific fields:

- Agreement Holder**: Points to the top left area of the cheque.
- Transaction Date**: Points to the "DATE" field.
- 3rd Party Provider**: Points to the "MEMO" field.
- Signature of Payee**: Points to the bottom center area of the cheque.
- Amount Paid**: Points to the dollar amount field.

The cheque itself contains the following text and fields:

- Top right: 5679
- Top center: DATE _____
- Left side: PAY TO THE ORDER OF _____
- Right side: \$ []
- Bottom right: _____ DOLLARS
- Bottom left: MEMO _____
- Bottom center: MICR line: **⑈ 325760408 ⑈ 003192 0583 42**

The diagram shows the back of a cheque with the following text:

Endorsement – Signature or Stamp

BACK/VERSO

2. A payment receipt indicating the recipient and dollar amount paid:

Agreement Holder

John Doe Non-Profit Organization:
Unit 100 - 1234 Government St
Victoria BC V4R3N4
604-123-4567
info@trainingprovider.ca
www.trainingprovider.ca

Transaction Date

Payment Receipt

Date: 09-02-2023

Received From:
Private Training Association
500 – First Street
Victoria BC V3H 5G1

Reference No:

| Invoice Number | Invoice Date | Due Date | Original Amount | Balance | Payment |
|----------------|--------------|------------|-----------------|--------------|--------------|
| 12345 | 02-02-2023 | 09-02-2023 | \$100,000.00 | \$100,000.00 | \$100,000.00 |

Memo:

Amount Credited:
Total:

\$0.00
\$100,000.00

3rd Party Provider

Amount Paid

3. A bank statement showing funds were transferred to the training provider(s):

Agreement Holder

ROYAL BANK OF CANADA
P.O. BAG SERVICE 2650
CALGARY AB T2P 2M7

Business Account Statement

December 30, 2022 to January 31, 2023

Account number: [REDACTED]

How to reach us:
Please contact your RBC Banking representative or call
1-800-Royal[®]2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
1290 SHOPPERS ROW, CAMPBELL RIVER, BC V9W 2C8

| | |
|--------------------------------------|------------|
| Opening balance on December 30, 2022 | [REDACTED] |
| Total deposits & credits (4) | [REDACTED] |
| Total cheques & debits (12) | [REDACTED] |
| Closing balance on January 31, 2023 | [REDACTED] |

Account Activity Details

| Date | Description | Cheques & Debits (\$) | Deposits & Credits (\$) | Balance (\$) |
|--------|-----------------|-----------------------|-------------------------|--------------|
| | Opening balance | | | [REDACTED] |
| 03 Jan | [REDACTED] | | | [REDACTED] |
| | [REDACTED] | | | [REDACTED] |
| | [REDACTED] | | | [REDACTED] |
| 09 Jan | [REDACTED] | | | [REDACTED] |
| | [REDACTED] | | | [REDACTED] |
| 11 Jan | [REDACTED] | | | [REDACTED] |
| 13 Jan | [REDACTED] | | | [REDACTED] |
| 16 Jan | [REDACTED] | | | [REDACTED] |
| | Cheque | 384,979.00 | 384,979.00 | [REDACTED] |
| 27 Jan | [REDACTED] | | | [REDACTED] |

Transaction Date

Amount Paid to 3rd Party Provider