

Pre-Authorized Payment (PAP) Service Information



Manitoba Housing is proud to offer tenants another way to pay their rent.

When you apply for the Pre-Authorized Payment (PAP) service your monthly rent payments are automatically withdrawn from your bank account on the first business day of each month.

Frequently Asked Questions

Is this service free?

Yes. Manitoba Housing provides this service free of charge. You should contact your financial institution and inquire about any fees they may charge.

When are the payments withdrawn?

On the first business day of each month.

What if there isn't enough money in the bank account when the PAP is withdrawn?

The payment would become a returned item and Manitoba Housing would apply a \$20.00 service charge to your rental account. You should contact your financial institution and inquire about any fees they may charge.

Is there a deadline for applying?

Yes. Your application must be submitted by the 15th of the month so that Manitoba Housing can withdraw the payment on the first of the following month.

Will a receipt be issued?

No. Financial institutions will not mail a receipt for PAP withdrawals. However, the payment will appear on your bank statement. Canada Revenue Agency (CRA) does not require an official receipt.

For more information, contact your Property Manager or any Manitoba Housing office.

How To Apply For The Service

Complete the attached PAP agreement and attach a voided cheque or have your financial institution complete Section C of the agreement.

Mail or fax the agreement and the voided cheque (if applicable) to:

Mail: Manitoba Housing
Banking Services
700 – 352 Donald Street
Winnipeg, MB. R3B 2H8

Fax: 204-948-1438

Mail
:
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2H8
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1438



SECTION D - TENANT AUTHORIZATION

I authorize Manitoba Housing to electronically withdraw my monthly rent payments from this bank account.

I may change or cancel my authorization at any time by completing this form and submitting it to Manitoba Housing, a minimum of fifteen business days prior to my next pre-authorized payment.

I authorize Manitoba Housing to reverse any pre-authorized payment that does not comply, or is not authorized or consistent, with my rental agreement. Further I am responsible and shall indemnify Manitoba Housing for any liability or damages however caused that relate directly or indirectly to this service.

I understand that this is a voluntary/optional service and Manitoba Housing has the right to cancel this service without notice.

I can obtain more information by contacting any Manitoba Housing District Office.

Your personal information is collected under the authority of the Manitoba Housing Social Housing Rental program and will be used with the PAP service.

Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA).

If you have any concerns about the collection of personal information, please contact the Manitoba Housing's Access and Privacy Coordinator at 600-352 Donald Street, Winnipeg, or 204-945-3025.

Name

Signature

Date