

## **WHAT IS PRE-AUTHORIZED PAYMENT (PAP)?**

It is a convenient and safe method to make your monthly rent payment without having to write or deliver your cheques repeatedly.

By giving permission once, your rent payment will be made automatically through your financial institution on the first business day of the month.

## **HOW WOULD A PRE-AUTHORIZED PAYMENT HELP YOU?**

It is convenient:

- No cheques to write each month, or post dated cheques
- Payments are made even if you are away, ill, or if postal disruptions occur

It is economical:

- Eliminates postage
- Saves trips to pay rent
- No cost for writing cheques
- No fees associated with PAP setup

It is safe:

- No cheques to lose
- Avoids the embarrassment of a missed payment
- Don't have to worry if the cheques are fill out properly
- Don't have the risks associated with handling cash

## **ANSWERS TO YOUR QUESTIONS**

### ***How can I stop my Pre-Authorized payment withdrawals?***

You can have your payment stopped by calling the North Battleford Housing Authority until 4:40 pm **four business days** before the first of the month.

### ***What will happen if I switch financial institutions or have a new bank account number?***

Advise the Housing Authority at least ten (10) calendar days before the next payment is scheduled. Your payments will continue uninterrupted.

### ***What will happen if I move?***

The Housing Authority will automatically cancel your PAP at the end of your tenancy.

### ***What will happen if I don't have enough money in my account?***

If you have insufficient funds at the time of the withdrawal, you must immediately pay the housing authority your monthly rent plus a service charge. Your financial institution may also charge you a service fee.

**HERE IS HOW TO GET STARTED?**

- Fill in the following information below or have it completed by your financial institution.
- Attach a blank personal cheque (write "void" across it)
- Drop off or mail to North Battleford Housing Authority:

North Battleford Housing Authority  
#102 1191 99<sup>th</sup> Street  
North Battleford, SK S9A 3V8

PRE-AUTHORIZATION PAYMENT FORM		Office Use Only Unit Number Business Unit Address Book Number	
NAME	_____		
ADDRESS	_____		
CITY	_____ PROV _____ POSTAL CODE _____		
<i>Please attach a void cheque or have your financial institution fill out and stamp this section.</i>			
NAME OF FINANCIAL INSTITUTION	_____		
BRANCH ADDRESS	_____		
Bank Number	Transit Number		Account Number
<input type="text"/>	<input type="text"/>		<input type="text"/>
I/We hereby authorize the above Financial Institution to debit my/our account each month for all rental payments payable to the North Battleford Housing Authority.			
This authorizatin may be cancelled at any time upon notice by me/us as per the processing deadlines.			
SIGNATURE (S)	DATE		
_____	_____		
_____	PAYMENT START DATE		
	_____		
	(MONTH)		