



# PRE-AUTHORIZED DEPOSIT SERVICE ( PDS ) AGREEMENT

## ACCOUNTS PAYABLE

### SECTION A - VENDOR / CLIENT INFORMATION

Vendor / Client Name

Address

Phone Number

Select One : Business Personal

### SECTION B - START, CHANGE, OR STOP SERVICE

Select One : **START** Pre-Authorized Deposits

**CHANGE** Information

**STOP** Pre-Authorized Deposits

(Complete Only Sections A, B, & E)

**EFFECTIVE :**

Day Month Year

### SECTION C - PAYMENT DETAILS To Be Forwarded To ( Select One ) :

Email Address (Max. 30 Characters)

or

Fax Number

### SECTION D - BANKING INFORMATION

Note - Manitoba Housing provides this service free of charge.

However you should contact your financial institution and inquire about any fees they may charge.

To start or change banking information, choose one of the following methods:

- Attach a personalized cheque from your bank account to this form. Write **"VOID"** across the front of the cheque, and write your Vendor Number (if applicable) on the back of the cheque.

**OR**

- Have your financial institution complete the boxes below:

Institution #      Branch #      Account #

Financial Institution's Stamp

### SECTION E - VENDOR / CLIENT AUTHORIZATION

I authorize Manitoba Housing to electronically deposit my payments into the above 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 deposit.

I authorize Manitoba Housing to reverse any pre-authorized deposit that does not comply, or is not authorized or consistent, with this 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 can obtain more information by emailing Manitoba Housing at [HousingAccountsPayable@gov.mb.ca](mailto:HousingAccountsPayable@gov.mb.ca)

Authorized Name

Title / Position

Signature

Date

### THIS AGREEMENT CAN BE MAILED, OR FAXED TO:

Mail: Manitoba Housing  
Accounts Payable  
700 - 352 Donald St.  
Winnipeg, MB, R3B 2H8

Fax: 204-945-4710

Vendor Number