



Saskatoon Housing Authority
525 24th St E
Saskatoon SK S7K 0K9
(306) 668-2700 Fax (306) 668-2701

PRE-AUTHORIZED PAYMENTS

WHAT IS A PRE-AUTHORIZED PAYMENT?

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

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

HOW WOULD A PRE-AUTHORIZED PAYMENT HELP YOU?

It is convenient:

- No cheque to write each month
- No need to write a number of post-dated cheques
- No worry over the number of months the cheques cover

It is economical:

- Only one authorization needed to make a series of payments automatically
- Reduces your cost of postage
- Saves you the trip to pay your rent
- No cost of writing cheques and no service charges

It is safe:

- No cheques to get lost
- You avoid the embarrassment of missed payments
- You don't have to worry if the cheques are filled in properly
- Payments are made even if you are away, ill, or if postal disruption occurs

ANSWERS TO YOUR QUESTIONS

1. Should an incorrect amount be processed against your account, it will be corrected as soon as you advise the Saskatoon Housing Authority.
2. Your payment will be identified on your bank statement as the Saskatoon Housing Authority automatically.
3. You can have your payment stopped by calling the Saskatoon Housing Authority up until 4:30 pm *four business days* before the first of the month.
4. If you have any bank account changes, advise the Saskatoon Housing Authority as soon as possible. We will arrange for your payments to continue uninterrupted.
5. The Saskatoon Housing Authority will automatically cancel your payments when we receive your notice to vacate.

HERE IS HOW TO GET STARTED!

Fill in the following information on the next page and drop off or mail to Saskatoon Housing Authority at the address above.

Your automatic payments will begin the first day of the next month or when you request.

