



# PRE-AUTHORIZED PAYMENT PLAN

## The Housing York Pre-Authorized Payment Plan is a simple and convenient way to pay your rent

### How does it work?

Once you've signed up for the Pre-Authorized Payment Plan, we'll take care of the rest.

Your bank will automatically withdraw your rent from your account on the first working day of each month. Housing York issues an annual rent receipt upon request.

### It's confidential

Housing York never sees your personal banking information, and does not have access to your account. Once a month, Housing York automatically requests your rent payment. If you use the Pre-Authorized Payment Plan, you do not write monthly rent cheques.

### What if the cost of my rent changes?

Housing York will notify you of any change to your rent, before the change comes into effect. If your rent changes, your automatic withdrawal will also change.

### If I have more questions about the Pre-Authorized Payment Plan, who do I ask?

Contact your Tenant Services Coordinator. Please see contact information below.

### How can I get a Pre-Authorized Payment form or a void cheque?

You can request this information in person from your bank. Some financial institutions also have this information online that you can print at home.

### It's easy to sign up!

Simply fill out and sign the attached authorization form. Send this form, along with a Pre-Authorized Payment Form from your bank or a void cheque, to Housing York.

**South Office**  
145 Essex Avenue  
Richmond Hill, ON L4C 0W8  
Fax: 905-508-1462

**Main Office**  
17150 Yonge Street, 5th Floor  
Newmarket, ON L3Y 8V3  
Fax: 905-895-5724

## HOUSING SERVICES

905-898-1007  
1-877-464-9675

[york.ca/hyi](http://york.ca/hyi)

21-2013

I/we hereby authorize Housing York to contact my/our financial institution on a monthly basis for payment of my/our rent. The amount withdrawn is stated in the Tenant Lease Agreement and may be revised, as per the agreement. This payment will be credited to my Housing York resident account.

Resident Surname

Given Name(s)

Co-Resident Surname

Given Name(s)

Street number

Street address

Apartment number

City/Town

Province

Postal code

Social Insurance Number

Home Telephone

Business Telephone

Bank Name

Branch Location

Account Number

## Requirements

1. Attach a Pre-Authorized Payment Form from your bank or a void cheque
2. Withdrawals under this plan are for monthly rent and related occupancy charges only
3. This plan may be cancelled at any time by me/us with 15 days written notice to Housing York

Pre-Authorized Payment Effective Date

Signature (as used on banking documents)

Signature (as used on banking documents)