

Steps for receiving payment:

- 1 Complete the specified work within 6 months of approval.**
Once the work has been completed, retrieve the original loan Agreement for completion.
- 2 Obtain all owners signatures on the Completion Certificate within 30 days of completing the work.**
Do not have the owners sign the Completion Certificate until after the work is complete.
- 3 Ensure the Agreement has been completed in full and all requirements for Approval have been met. Double check the following areas:**
 - ✔ Each signature is dated and witnessed.
 - ✔ All owners have initialed Clause #6.
 - ✔ Ensure you have signed and dated the Completion Certificate.
- 4 Ensure your invoice meets [program requirements](#). Double check to ensure it includes:**
 - ✔ Business name, address and contact information.
 - ✔ Date and invoice number.
 - ✔ Customer name and address where the work was performed (should not be made out to Manitoba Hydro)
 - ✔ A full description of the material purchases or installed.
 - ✔ Total cost breakdown.
- 5 Mail all original documents to Manitoba Hydro within 30 days of signing the Completion Certificate:**
 - ✔ **White copies** of the Agreement and Completion Certificate and any other applicable forms.
→ Provide the yellow copy of the Agreement and an invoice to the customer. Retain the pink copy for your records.
 - ✔ The customer's **original invoice**.

Incomplete Agreements and/or invoices will be returned for correction and payment will not be made until this requirement is met.

Mail to: Manitoba Hydro – Residential Financing
360 Portage Ave
Winnipeg, MB R3C 0G8

- 6 Manitoba Hydro pays the supplier via cheque or direct deposit.**
Average payment processing time is 30 days from the date the Agreement is received.

Questions? Concerns? Contact Us!
Email: residentialfinancing@hydro.mb.ca
Supplier Resource Page: www.hydro.mb.ca/contractors/suppliers