

Steps for receiving payment:

1 Fill out, sign & date the Completion Certificate with all owners after the specified work is completed.

- Work should be completed within 6 months of approval, and the Completion certificate should be completed within 30 days of completing the work.
- Gas/ Electric permit number is recorded (where applicable).

Do not have the owners sign the Completion Certificate until after the work is complete.

2 Ensure your invoice meets [program requirements](#). Double check to ensure it includes:

- ✓ Customer name and address where the work was performed (should not be made out to Manitoba Hydro).
- ✓ Business name, address and contact information.
- ✓ Date and invoice number.
- ✓ A full description of the material purchases or installed.
- ✓ Total cost breakdown.

3 Mail all [original](#) documents to Manitoba Hydro. These documents include:

- 1. Original Agreement form**
- 2. Completion Certificate**
- 3. Invoice**

Notes:

- ✓ We cannot accept electronic signatures and/or scanned copies of an agreement or part thereof for payment processing. Manitoba Hydro requires the **White/Original copies** of the Agreement and Completion Certificate and any other applicable forms.
- ✓ Customer name(s) must stay consistent between all documents.

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, 14th Floor
Winnipeg, MB R3C 0G8

4 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