

# Provincial Park Annual Invoicing

## Invoice Information

- Your invoice will be addressed to the first person listed on the encumbrance (i.e. lease/permit). Additional holders hold equal rights in terms of requesting and providing information in relation to the encumbrance and are equally responsible for obligations as set out in the agreement.
- When making inquiries to the Real Estate Services Branch (RESB) regarding your annual invoice, please quote your client number, which can be found on the top right corner of page one of your invoice (see *Sample Invoice* below).
- It is the responsibility of the permittee or lessee to notify RESB of any change in address. Interest charges, which are the result of invoices mailed or emailed to a former address, are the responsibility of the holder (i.e. permittee or lessee).
- **All accounts due and payable 30 days from the date of invoice.** A daily interest charge equivalent to 2% above the prime rate per annum (as reviewed and amended semi-annually on January 1<sup>st</sup> and July 1<sup>st</sup>) will be applied commencing the 1st day past due.

Note: The current rate of interest as prescribed by the Minister of Finance under Section 25 (1) of the Financial Administration Act is 7.45% per annum (subject to change).

## Frequently Asked Questions

- What are my payments options?
  1. Cheque  
Payable to: Minister of Finance of Manitoba  
Remitted to: Real Estate Services Branch  
Box 796, Winnipeg, Manitoba R3C 2N4
  2. Online  
Bill payment to Manitoba CLPA Parks.  
Please allow 3 -5 business days to reach our office.
  3. In Person  
Winnipeg: 118-1181 Portage Ave  
Portage la Prairie: Rm 308 - 25 Tupper Street N
  4. Banks may accept payments which will be sent electronically on your behalf if you do not have online banking. You must present a copy of your invoice.

Note: Payments by credit card or e-transfers are not accepted.

- Did my fees change?

Rental and service fees for PVHP, PVHL and SFEEs have not changed from last year.

- Did you get my payment?

Monthly statements will be sent out at the end of each month on outstanding balances over \$10. Payments may take 2 weeks for processing depending on volume of payments.

Note: Please check your bank account to see if the payment has cleared prior to inquiring if RESB had received your payment.

- I never received my invoice, when are they coming?

Clients should receive the invoices in the mail at the end of January early Feb. If you have not received an invoice by February 7<sup>th</sup>, please contact RESB to request an invoice. Requests made with RESB between February 7<sup>th</sup> and March 3<sup>rd</sup>, will be emailed once a day so that clients have time to make a payment by the due date.

If you have consented to receive emails, you will receive an electronic invoice, which are sent on January 31st. Please check your spam folder if you have not received your invoice on that day. Be sure [RESB.Accounts@gov.mb.ca](mailto:RESB.Accounts@gov.mb.ca) is added to the safe senders' lists.

Changes to consent email addresses should be sent in writing/email by the primary contact.

- I have sold my cottage, I am no longer using this as my Chief Place of Residence, I no longer have a dock etc...

Please contact RESB.

- I am away till after the due date

It will be the permittee / lessees responsibility to make payment on time. Interest charges will apply for late payments.

- I want an interest adjustment

RESB will not adjust interest on payments received after the due date.

**Contact Information:**

Real Estate Services Branch  
308 – 25 Tupper Street North  
Portage la Prairie MB R1N 3K1

Phone: 204-239-3510

Toll Free: 1-866-210-9589

Email: [resdinfo@gov.mb.ca](mailto:resdinfo@gov.mb.ca)

Fax: 204-239-3560

Website: [www.resd.ca](http://www.resd.ca)

# SAMPLE INVOICE

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January 31, 2024



Customer Copy - Keep top portion for your records  
Copie du client - Conserver la copie supérieure pour vos dossiers

Primary Contact / Personne-contacts principale

Client No / N° de client xxxxxxxx

customer name  
and address

Real Estate Services Branch  
308 - 25 Tupper Street North, Portage la Prairie,  
Manitoba, Canada R1N 3K1

Parks  
Inquiries / Renseignements: RESDinfo@gov.mb.ca  
Bill Inquiry / Questions sur la facture: 204-239-3510  
Toll Free / Sans Frais: 1-866-210-9589  
G.S.T. No / N° de TPS: R107863847

AMOUNT DUE / MONTANT DÙ 0.00
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Due Date / date d'exigibilité : March 01, 2024

Your telephone/internet banking account is: Manitoba CLPA Parks XXXXXXXXXXXX  
Votre compte pour les transactions bancaires par téléphone ou en ligne est:

Document No. No de document	Reference Référence	Invoice Date Date de facture	Amount Montant	Balance Solde
Balance Forward as of / Report du Solde en date du: 2024-01-01				-0.00
PMTXXXXXXXX		XXXX-XX-XX	-0.00	0.00
XXXXXXXX	PVHLxxxxx	2024-01-31	0.00	0.00

example

Report change of address on back / Indiquez tout changement d'adresse au verso  
PLEASE DISREGARD THIS NOTICE IF PAYMENT HAS BEEN MADE. / VEUILLEZ IGNORER CET AVIS SI VOUS AVEZ DÉJÀ PAYÉ.

DETATCH HERE / DÉTACHEZ ICI  
Due Date: March 01, 2024  
Date d'exigibilité

Include lower portion with your payment  
Retournez la partie inférieure avec votre paiement.

For office use only  
Réservé à l'administration



Payable to: Minister of Finance of Manitoba  
Libellez à l'ordre du ministre des Finances du Manitoba

Remit to / Envoyer à l'adresse suivante:  
RESB  
Box 796  
Winnipeg, Manitoba R3C 2N4

DATE ISSUED DATE DE RELÈVE 2024-01-31
CLIENT NO. N° DE CLIENT XXXXXXXX
AMOUNT DUE MONTANT DÙ 0.00
AMOUNT PAID MONTANT PAYÉ

Revenue Code C-75-1

Customer Name  
Customer Address

Manitoba CLPA Parks xxxxxxxxxxxx

2001 020000005162 000000000001 000000000000 0000000000 0000016641 6

1. Name: This invoice is addressed to the first person listed on the encumbrance. Additional holders hold equal rights in terms of requesting and providing information in relation to the encumbrance, and are equally responsible for obligations as set out in the agreement.
2. Inquiries: When making inquiries regarding this invoice, please quote the client number.
3. Address: Please report all address, email address and phone number changes to Real Estate Services Branch (RESB) immediately. It is the responsibility of the permittee or lessee to notify RESB of any change. Interest charges, which are the result of invoices mailed or emailed to a former address, are the responsibility of the holder (i.e. permittee or lessee).
4. Interest Charges: All accounts due and payable 30 days from the date of invoice. A daily interest charge equivalent to 2% above the prime rate per annum (as reviewed and amended semi-annually on January 1st and July 1st ) will be applied commencing the 1st day past due. The current rate of interest as prescribed by the Minister of Finance under Section 25 (1) of the Financial Administration Act is 9.20% per annum.

**5. Payments:**

**Cheque payable to:**  
**Minister of Finance of Manitoba.**  
Real Estate Services Branch  
Box 796  
Winnipeg, Manitoba R3C 2N4

**Online bill payment to Manitoba CLPA Parks** Please allow 3 -5 business days to reach our office.

**In Person:** 118-1181 Portage Ave Winnipeg or Rm 308 25 Tupper Street N Portage La Prairie

**Payments by credit card or e-transfers are not accepted.**

**Government Agencies:**

- 1) IBAJ to BA12 Parks Cost Element 1023092 Line Item Text: Client #
- 2) By cheque to payable to Minister of Finance to the address above.

1. Nom : cette facture est adressée au titulaire principal de la charge. Les autres titulaires ont des droits égaux pour ce qui est de demander ou de fournir des renseignements au sujet de la charge et ont tous les mêmes responsabilités vis-à-vis des obligations qui figurent dans la convention.
2. Demandes de renseignements : Lorsque vous demandez des renseignements concernant cette facture, veuillez indiquer le numéro de client.
3. Adresse: Veuillez signaler immédiatement tout changement d'adresse, de courriel ou de numéro de téléphone à la Division des services immobiliers. Il incombe au titulaire du permis ou au locataire de communiquer tout changement à la Division des services immobiliers. Les frais d'intérêt, qui peuvent s'accumuler à cause de factures envoyées à une ancienne adresse, sont la responsabilité du titulaire du compte (le titulaire du permis ou le locataire).
4. Frais d'intérêts: Tous les comptes sont dus et payables dans les 30 jours suivant la date de la facture. Des frais d'intérêts quotidiens équivalant à 2 % de plus que le taux préférentiel par an (lequel est examiné et modifié deux fois par an, le 1er janvier et le 1er juillet) seront appliqués à partir du premier jour suivant la date d'échéance. Le taux d'intérêt courant prescrit par le ministre des Finances en vertu du paragraphe 25(1) de la Loi sur l'administration financière est de 9,20 % par an.
3. Paiements: Les paiements peuvent être effectués par téléphone, en ligne ou par chèque payable **au ministre des Finances du Manitoba**.  
Veuillez poster les chèques à :  
Division des services Immobiliers  
C. P. 796  
Winnipeg (Manitoba) R3C 2N4  
en personne: 118-1181 Portage Ave Winnipeg, Rm 308 25 Tupper Street N Portage La Prairie  
**Les paiements par carte de crédit ne sont pas acceptés.** Il faut compter trois jours ouvrables pour que notre bureau reçoive les paiements faits en ligne ou au téléphone.  
Organismes du gouvernement:  
1) Journal des domaines d'activité au domaine d'activité 25 - Parcs - Ministère de la Conservation et du Climat Élément de coût 1023092 - Texte de poste : No et nom de client.  
2) Par chèque payable au ministre des Finances à l'adresse ci-dessus.

This document is available in alternate formats upon request / Ce document est disponible en d'autres formats, sur demande.

**REPORT CHANGES / INDIQUEZ SEULEMENT LES CHANGEMENTS**

Name / Nom Customer Name \_\_\_\_\_ Client Id XXXXXXXX

Email Address / Courriel \_\_\_\_\_

New Address  
Nouvelle adresse (Street/Rue) \_\_\_\_\_

City / Ville \_\_\_\_\_ Province \_\_\_\_\_ Postal Code / Code postal \_\_\_\_\_

Telephone / Téléphone \_\_\_\_\_

### New Charges Nouveaux frais

Document No. No de document	Reference Référence	Invoice Period Période de facturation	Amount Montant	GST TPS	Total Montant	Balance Solde
PMT0xxxxxx						
					-0.00	-0.00
xxxxxx	PVHLxxxx	2023-04-01 to 2024-03-31	00000.00			
Dock			0.00	0.00		
Park Land Rent			0.00			
Park District Service Fee			0.00			
					00.00	0.00

Notes:

example

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