Return Funds Form

INSTRUCTIONS: Answer all fields in this form and return payment in the form of a check to Minnesota Housing. Please address return to:

Minnesota Housing

ATTN: RentHelpMN Payments

400 Wabasha Street North, Suite 400

St. Paul, MN 55102

# **Applicant/Tenant Information**

Name:

Applicant ID:       Phone Number:       Email:

Address (street address, city, state, zip code):

# **Payment Type**

Was it an Automated Clearing House (ACH) payment? [ ] YES [ ] NO

Was the check issued by the Minnesota Housing Finance Agency? [ ] YES [ ] NO

**\*\*\*If the check was issued by another entity, likely another unit of local government, please email** **Payments@renthelpmn.org** **for assistance**

# **Payee Information**

Name of company as listed on the check or ACH payment:

Contact information of the company:

Address (street address, city, state, zip code):

Phone number:       Email:

# **Amount Returned**

Is this the full amount of the assistance? [ ] YES [ ] NO

\*If partial, please provide detail on the amount returned below:

Reasons for return (check all that apply):

[ ] Tenant no longer resides at property [ ] Not my property

[ ] Payment is not addressed to the correct payee or tenant [ ] Duplicate payment received

[ ] Portion of check not applicable to rent, (e.g., utility) [ ] Other (please describe below)