

Maintenance Enforcement Program Telephone: 204-945-7133
100-352 Donald St Winnipeg, MB R3B 2H8 Facsimile: 204-945-5449
ManitobaMEPinquiries@gov.mb.ca Toll free in Canada: 1-866-479-2717

Registration

The Manitoba Maintenance Enforcement Program (MEP) protects the interests of children and partners by enforcing maintenance orders. This registration package includes the forms and information needed to register with the MEP.

For additional information or if you have questions about the program, please visit our website at www.manitoba.ca/justice/courts/mep/index.html or contact:

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This Registration Package includes the following forms:

- Identification Form
- Statutory Declaration
- Direct Deposit Form
- Fax and Email Authorization Form
- Opt In Form - If you previously opted of the MEP and wish to re-register you are required to provide a completed Opt In Form

Instructions are provided to help you complete the forms.

Additional Forms That May Be Required:

- Original Support Agreement or Notarized Copy of the Agreement – A Support Agreement must be registered in the Court of Queen's Bench by the program to administer any maintenance support provisions.
- Direct Deposit Exemption Form – Direct Deposit is the most efficient and secure method of receiving payments from the MEP. However, there are some circumstances when Direct Deposit is not feasible. If you are unable to accept support payments directly into your bank account, a Direct Deposit Exemption must be completed and approved by the MEP. This form is available on our website at www.manitoba.ca/justice/courts/mep/index.html. Your payments will take longer to reach you if they must be sent through the mail.

Remember to sign and date the forms and have your signature on the Statutory Declaration witnessed by a Deputy Registrar, Commissioner for Oaths or a Notary Public. Return the completed package to the mailing address above.

You and the debtor will be notified in writing once the MEP has completed your file registration.

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Additional Information:

Can I register even if there is no problem in receiving payments?

Yes. Some clients prefer payments to be recorded and tracked by the MEP or they prefer not to deal directly with the other party regarding support payments.

Things to consider before registering with the MEP:

- The MEP cannot guarantee that payments will be collected on time or how long it may take to collect payments when the person required to make payments does not pay voluntarily. The debtor is charged a late payment penalty on the unpaid balance. Due to the processing times, even if the payment is made voluntarily and/or on the due date specified in the order the creditor will not receive the funds on the due date. The MEP operates through a trust account and payments received from a debtor must be cleared with the bank before MEP can deposit the payment in the Creditor's bank account. Depending on the source of the payment (ex. debtor, employer, federal government), and the method of payment (ex. debit card, employer cheque, pre-authorized withdrawal) it may take up to three (3) business days for a payment to clear and be released to a creditor.
- The MEP can only enforce orders or agreements where the amount payable is clearly set out with a due date and frequency (for example, \$400.00 per month is due on the 1st day of each month). If there are any issues with your court order, you will be notified of the additional requirements needed for registration.

Is there a fee for MEP Services?

The MEP services are free for creditors, however, when support payments are not received by the due date, a late payment penalty is charged to the debtor on the amount owing. This penalty is payable to the creditor on file. When a collection action is initiated, a cost recovery fee is charged to the debtor. This fee is payable to the MEP. For more information relating to late payment penalties and cost recovery fees, please visit our website.

If I choose to withdraw from MEP services, can I re-register?

Yes, however creditors need to consider the possible impact of withdrawing from MEP services. If enforcement action is in place at the time of withdrawal, all enforcement action is cancelled. Upon re-registration, enforcement action starts over and it may take a period of time for the file to progress to where it was at the time of withdrawal.

Completion of the Fax and Email Authorization gives the MEP permission to send correspondence to you by fax or email. Once your registration is complete, you will be provided with a Personal Identification Number (PIN) and 7 digit file number. Both the PIN and file number must be included on all your communication/correspondence with the program.