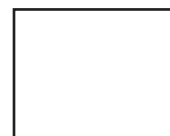


PLEASE COMPLETE THE ATTACHED FORM
AND RETURN IT TO THE ADDRESS ABOVE.

Maintenance Enforcement Program
225-405 Broadway
Winnipeg, MB R3C 3L6



The Maintenance Enforcement Program (MEP) protects the interests of children and families by enforcing maintenance orders and agreements. MEP staff work with the person required to pay family maintenance (the payor/debtor) and the person receiving family maintenance (the payee/creditor) to make sure payments are made on time.

Cost Recovery Fees

If you, as the payor have a court order or legal agreement to make support payments, you must make them regularly and on time. If you do not make your regular support payments to the payee, on time, MEP will take action to collect the money you owe.

Effective April 1, 2012, MEP will charge you cost recovery fees if MEP has to take action to collect. This is to offset the amount it costs MEP to collect late or missed payments. For a list of the cost recovery fees, go to the MEP website at: www.gov.mb.ca/justice/family/mep/index.html.

Note: New legislation will also increase fines to a maximum of \$10,000; and jail time to a maximum of 200 days, for debtors who are found by the courts to be willfully in default on payments.

Banking Information for Payors

Please fill out the attached form and return it to the Maintenance Enforcement Program at the address above. The information on this form will allow MEP to withdraw payments directly from your bank account.

Terms and Conditions

1. I understand the use of "I" means me as the account holder OR me and the name of every person who is named as the account holder on the account (the account number on the Pre-Authorized Debit Agreement) to be debited.
2. I have made sure that every person who is authorized to access the account (a signatory) has signed the Pre-Authorized Debit Agreement.
3. I understand this authorization is for payment of ongoing maintenance, back payments (arrears) on maintenance and any additional costs for MEP to ensure payments are made.
4. I agree that if my maintenance payments are affected by a cost of living adjustment (COLA), MEP will automatically increase the amount of the withdrawal debited from the account.
5. The amount of the COLA increase will be the same amount as the cost of living adjustment that is in my maintenance order. MEP may also adjust the amount of the withdrawal debited from the account if the amount is changed on my maintenance order.
6. If there is a change in the amount of the payments stated in my maintenance order, I agree MEP will not need to notify me that the amount MEP withdraws will change. I give up (waive) my right to get notification that the amount of the withdrawal by MEP will change.
7. I have ensured the maintenance payment amount and the due date are the amount and date(s) stated in my maintenance order.
8. I understand that if the payment due date falls on a weekend, statutory or regular government closure date, the withdrawal will be made on the next business day.
9. I understand that I will be charged late payment fees (penalties) when the payments do not reach MEP on time. I understand that MEP may take collection action and charge an added fee for this.
10. I understand that MEP will charge a \$50 fee (penalty) if a payment is rejected (non-negotiable) by my bank/credit union (ex: if there isn't enough money to cover the MEP authorized debit).
11. I understand that if MEP receives notice from my bank/credit union that my payment is rejected (non-negotiable), MEP will cancel this agreement immediately without notifying me.
12. I understand that even if this agreement is cancelled, I still must pay my maintenance obligations.
13. I will notify MEP in writing, of any change in the financial information stated in this agreement. I will give MEP notice of 10 (ten) business days before the next debit payment is due.
14. I agree that this payment method can be changed or cancelled by the Maintenance Enforcement Program.
15. I understand that I have the right to take action if any debit made by MEP does not comply with this agreement. For example, I have the right to be paid back for any withdrawal that is not authorized or that does not comply with this PAD Agreement. For more information on these rights, I can contact my financial institution or go to the website: www.cdnpay.ca.

For more information on MEP, contact:
Maintenance Enforcement Program
225-405 Broadway Winnipeg, MB R3C 3L6
Phone: 204-945-7133 (in Winnipeg)
Toll free: 1-866-479-2717 (in Manitoba)
Fax: 204-945-5449

Or go to: www.gov.mb.ca/justice/family/mep/index.html,
for more fact sheets and information on MEP.

Ce dépliant existe aussi en français. Veuillez composer le 945-2085.



Maintenance Enforcement Program
Improved payment system for the: **PAYOR**

Manitoba 

The Maintenance Enforcement Program (MEP) will be introducing a new computer system. The new system will allow you to more easily obtain information on your maintenance account and will provide for more effective methods of making payments on your account. The new system will take advantage of the payment and deposit services now available by financial institutions. It will save both the payor and the payee time and trouble. The new system is called the Manitoba Maintenance Management Program (M3P).



Instead of using personal cheques, you must now choose one of these options:

- Pre-authorized debit (automatic debit or PAD) payments can be taken automatically from your bank account, for deposit in the payee's account. To set up pre-authorized debit withdrawals, for when the system is implemented, complete the attached form and return it to MEP. It may take up to 10 business days for pre-authorized payments to be set up. Please monitor your account to ensure you make your payments during the setup period.
- Arranged deductions can be taken automatically from your pay cheque, for deposit into the payee's account. To set up pay cheque deductions, go to the MEP website to print off the form: www.gov.mb.ca/justice/family/mep/index.html. Return the form to MEP to set up payment options.
- Internet and telephone banking lets you make payments online or over the phone for deposit to the payee's account. To set up Internet or telephone payments, see your bank or credit union.
- Money orders and bank drafts can be mailed directly to MEP for deposit to the payee's bank account. To buy money orders or bank drafts, see your bank, credit union, post office, etc.

You can also go to the local MEP office to pay cash, however, this is not encouraged as just like paying your utility bills, you must allow for processing time. Only at the Winnipeg MEP office can you pay cash or use a debit card on the due date. You are responsible for ensuring that the payment is received by the Winnipeg MEP office on the due date. We strongly encourage you to consider using pre-authorized debit or pre-authorized deduction options as:

- The payee gets the payment on time. There will not be the delays or missed payments that can happen when personal cheques don't clear the bank or cheques get lost in the mail.
- You will avoid paying late fees to the payee when a cheque gets lost or doesn't clear the bank or when a payment is received after the due date.

Effective December 31, 2011, the Maintenance Enforcement Program will no longer take personal cheques.

All support payments must be made on time and go through the MEP processing office by the due date:

**Maintenance Enforcement Program
Central Payment Processing
225-405 Broadway
Winnipeg, MB R3C 3L6**

Late Fees

Effective April 1, 2012, the MEP will charge you late fees (late payment penalties) on late support payments and will give these extra fees to the payee.

If you are paying by Internet or telephone banking, money or postal order bank draft, debit card or cash, all payments must be received at MEP's Central Payment Processing office on the date your payment is due. You are responsible for paying well in advance of the due date to allow processing time for your payments to be received.

If you are using automatic debit payments, you must ensure your account has enough money to cover the debit when it's made. Payors will only be allowed one pre-authorized debit (PAD) default or refused payment from the bank or credit union. The first time that a PAD default occurs, the PAD agreement is automatically cancelled and a cost recovery fee will be charged.

To learn more about late fees (late payment penalties), please visit our website at: www.gov.mb.ca/justice/family/mep/index.html



Pre-Authorized Debit Agreement

I authorize the Maintenance Enforcement Program (MEP) and my bank/credit union to debit regular maintenance payments from my account number, noted below. I agree that MEP has the authority to make these debits unless I give MEP written notice that the payments are to change or end. This written notice must be given to MEP at least 10 (ten) business days before the next debit payment is due.

I can get a sample of the debit cancellation form from my bank/credit union or by going to the website: www.cdnpay.ca. I can also find out more information about my right to cancel this agreement from my bank/credit union or by going to the website: www.cdnpay.ca.

Note: All information is kept strictly confidential and used only for Maintenance Enforcement Program (MEP) purposes.

Step 1: Give your personal banking information.

Payor's last name: _____

First and middle names: _____

MEP file number: _____

If the bank account is not in the payor's name, give the full name of the account holder. If you are using a joint account, give the full name of all account holders.

This bank account is: (check one)

a personal account a business account

Step 2: Write in the amount of the payments, the starting date and how often payments are made.

To pay for regular maintenance, beginning with the regular payment due on (date) _____

I authorize MEP to withdraw payments from the account number _____ in the amount of \$ _____

I authorize MEP to make these withdrawals: (check one)

every month, on the ____ day of the month (ex: 1st OR 15th)

every two weeks, on the ____ and ____ day of each month (ex: 1st AND 18th)

every week, on the ____ day of each week (ex: Monday, Friday)

every two months, on the ____ day of the second month (ex: 1st OR 30th)

To pay for debt owing (arrears), beginning with the payment on _____ . I authorize MEP to withdraw

payments from the account number _____

in the amount of \$ _____ until the debt owing is paid in full.

GLUE

I authorize MEP to withdraw payments from the account number _____ in the amount of \$ _____

I authorize MEP to make these withdrawals: (check one)

every month, on the ____ day of the month (ex: 1st OR 15th)

every two weeks, on the ____ and ____ day of each month (ex: 1st AND 18th)

every week, on the ____ day of each week (ex: Monday, Friday)

every two months, on the ____ day of the second month (ex: 1st OR 30th)

One-time payment: I authorize MEP to debit the account number _____ with a one-time payment of \$ _____ on _____ (date) _____ .

Step 3. Provide your account information.

Step 3A: You may attach a personal deposit slip with your account information. Or you may attach a VOID cheque with your account information. Then go to Step 4, below.

Step 3B: If you do not attach a deposit slip or void cheque, give the following information:

Transit number: _____ (5 digits) _____ Bank number (3 digits)

Account number: _____

Type of account: (check one)

chequing savings combined chequing/savings

Name of financial institution: _____

Phone number: _____

Address of financial institution: _____

Step 4. Read the Terms and Conditions page attached. When you have read them, sign below:

I acknowledge that I have read and understand all the terms and conditions on page 2 of this form. I agree that MEP does not have to give me advance notice of the amount of the withdrawal before the debit is withdrawn.

Signature of account holder

Signature of joint account holder (if applicable) Date

GLUE

GLUE