

**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](http://www.manitoba.ca/justice/courts/mep/index.html) or contact:

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### The Registration Package includes the following forms:

- Identification Form
  - To provide contact information for yourself and the debtor including information that may assist with enforcement.
- Statutory Declaration
  - To provide the amount of support that may be owing prior to registration.
- Direct Deposit Form
  - To provide banking information for payments to be deposited directly into your account.
- Fax and Email Authorization Form
  - To provide the MEP permission to communicate with you by fax or email.
- Opt In Form
  - To confirm registration of the order with the MEP and collection of late payment penalties.

Instructions are provided to help you complete the forms.

### Additional Documents Required for Separation Agreements:

- 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.
- Statutory Declaration – Separation Agreement available on our website at: [www.manitoba.ca/justice/courts/mep/index.html](http://www.manitoba.ca/justice/courts/mep/index.html)

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**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.**

**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.
- Changes to *The Family Maintenance Act* set out that creditors registered with the MEP are required to notify the MEP if they have reason to believe the child maintenance is no longer eligible for enforcement for an adult child and cease enforcement for that child unless it can be determined that the child is unable to live independently because of illness, disability or other reason such as attending secondary or post-secondary studies.
- As of April 1, 2012 the MEP was required to assess Late Payment Penalties (LPP) against outstanding support arrears owed to a creditor on the MEP file. As of July 1, 2019 creditors have the option to opt out of the assessment and collection of LPPs. If you want to opt out of LPPs please complete the LPP Waiver section on the Authorization to Opt In form. A creditor may cancel the waiver by completing and submitting the Cancellation of Waiver/Opt Out of Late Payment Penalties form. The cancellation form is available on our website or can be requested from our office.