

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.gov.mb.ca/justice/family/mep/index.html or contact:

Maintenance Enforcement Program
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Phone: 204-945-7133 (in Winnipeg)
Toll free in Canada: 1-866-479-2717
Or by email: ManitobaMEPinquiries@gov.mb.ca

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.gov.mb.ca/justice/family/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.

Authorization to Opt In

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(Please Print)

Maintenance Enforcement File No. _____
Creditor: _____
Debtor: _____

I hereby request the enforcement provisions of Part VI of *The Family Maintenance Act* be applied in the case of my order (agreement). The Maintenance Enforcement Program (MEP) will commence enforcing my maintenance payments from the date of filing this signed statement.

Upon filing this signed statement with the MEP, I agree that I will immediately advise the program of any changes to my order (agreement), any change in circumstances that affect the terms of my order (agreement), and if any support term is no longer in effect.

I understand that if I wish to cancel this request for enforcement, I must file with the MEP a signed statement indicating the enforcement provisions of this Act no longer apply to my order (agreement) and that enforcement should end.

I hereby authorize Part VI of *The Family Maintenance Act* be applied in the case of my Order (Agreement) and enforcement begin of my maintenance payments from the date of filing this signed statement with the MEP.

Creditor Signature

Witness Signature

Date

Identification Form

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Maintenance Enforcement File No. _____

CREDITOR/PAYEE (Person who receives support):

Name: _____

Do you have or have you had any other file(s) registered with Manitoba MEP? If yes, please provide the name you were registered under and the file number (if known): _____

Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Home phone: _____

Work phone: _____ Cell phone: _____

Treaty No.: _____ Social Insurance No: _____

Date of birth (Day, Month, Year): _____

Names and dates of birth of children:

Concerns of Family Violence: Yes _____ No _____

THIS PORTION OF THE FORM MUST BE COMPLETED AS FULLY AS POSSIBLE, AS EACH ITEM ASSISTS IN THE COLLECTION OF YOUR SUPPORT PAYMENTS

DEBTOR/PAYOR (Person who pays support):

Name: _____

Please provide any other names the debtor may use together with any information on other file(s) the debtor may have registered with Manitoba MEP (file number, other party name named in the file): _____

Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Home phone: _____

Work phone: _____ Cell phone: _____

Treaty No.: _____ Social Insurance No: _____

Date of birth (Day, Month, Year): _____

Mother's maiden name: _____

Description

Male _____ Female _____ Height _____ Weight _____ Glasses _____

Eye colour _____ Hair colour _____ Complexion _____

Build _____ Clean Shaven / Moustache / Beard _____

Clothing habits and tastes _____

Visible distinguishing marks, scars, etc. _____

Other _____

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DEBTOR/PAYOR (continued):

Employment

Occupation: _____

Current employer (and address): _____

Previous employers (and address): _____

Police record: Yes _____ No _____

If yes, explain: _____

Vehicles: (automobiles, vans, motorhomes, boats, snowmobiles, motorcycles, machinery, etc.)

Make, model, year, colour, license number

1. _____
2. _____
3. _____

Driver's Licence: Yes _____ No _____ If yes, from which province: _____

Driver's Licence No. (if known): _____

Military Service: Country _____ Branch _____

Service number _____ Pensions _____

Friends and relatives - names, addresses and phone numbers:

1. _____
2. _____
3. _____

Insurance Policies - company, agent, type of coverage, policy number:

1. _____
2. _____

Bank accounts (chequing, savings, investments, RSPs, etc.) - name and address of institute:

1. _____
2. _____
3. _____

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DEBTOR/PAYOR (continued):

Monies owed to debtor from other sources:

Pensions: _____

Other Income/assets (rent, property, etc): _____

Provide any additional information that may be helpful in locating the debtor and collecting support:

If at any time you receive a maintenance payment directly from the debtor, you are required to immediately report it to the Maintenance Enforcement Program, either in writing or through the Interactive Voice Response (IVR) which is available twenty-four hours a day, seven days a week. Include the date and amount of the payment(s) received, as well as your signature and account number if advising the Program in writing. If a payment received directly is not immediately reported, your file may be closed.

_____ Date

_____ Signature

Please send this completed form to:
Maintenance Enforcement Program
100 – 352 Donald Street
Winnipeg, Mb R3B 2H8
FAX: (204) 945-5449
Phone (204) 945-7133 in Winnipeg or outside Canada, or
1-866-479-2717 toll-free in Canada

Statutory Declaration

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BETWEEN: _____ Creditor/Payee
(Person who receives maintenance)
 - and -
 _____ Debtor/Payor
(Person who pays maintenance)

Statutory Declaration

I, _____, of _____, in the Province
Full name of person declaring Name of city or town
 of Manitoba, MAKE OATH AND SAY:

1. THAT on _____ the above-named debtor was ordered
Order (or Agreement) date
 to pay maintenance for _____
Name(s) for whom maintenance is required

 in the sum of \$ _____
Amount of maintenance payment (include expenses, if any) Payment cycle
2. THAT I have not lost my right to apply for the enforcement of the said Order.
3. THAT the maintenance payments are in arrears and the total sum owing to me is
 \$ _____, up to and including _____,
Total maintenance owing (as on attached Schedule) current date (date you are signing this document)
 as described on the attached Schedule of Payments. The next maintenance payment is due
 on _____. Pursuant to the order indicated above, there are no other
date next payment due after signing
 arrears that I will be requesting the MEP to collect on my behalf.

I, _____, do solemnly declare that the contents of this Statutory
Full name of person declaring
 Declaration are true and I make this solemn declaration conscientiously believing it to be true.

Pursuant to Section 55(3.1) of *The Family Maintenance Act*, any person who swears a false statutory declaration is guilty of an offence and liable on summary conviction to a fine of not more than \$2,000.00 or imprisonment for a term of not more than 90 days, or both.

_____ before me in _____,
Sworn or Affirmed
 in the Province of Manitoba, on the _____) _____
Sign here
 day of _____, 20__)

(Witness)
 Deputy Registrar, Notary Public,
 Commissioner for Oaths (commission expires _____)

Statutory Declaration

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SCHEDULE OF PAYMENTS

File # _____ **Name:** _____ **Date:** _____

DUE DATE	AMOUNT DUE	AMOUNT RECEIVED	AMOUNT OWING

Use a second page, if necessary	Total Maintenance Owing	
	Insert total at #3	

The Program takes the position that any claim for support or expenses not included in this declaration will not be registered for enforcement.

Statutory Declaration

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Instructions for completing the Declaration

This is a two-page document. You will need to have a copy of your court order or agreement handy to complete the first portion of the declaration.

Print your name wherever “Creditor/Payee” or “Full Name of Person Declaring” is noted.

Print the debtor’s name where “Debtor/Payor” is noted.

Print the date the maintenance order was granted, the dependant children’s’ names, maintenance amount and maintenance cycle (ex. Monthly, biweekly, semi-monthly) where indicated in number 1.

Enter the total amount of maintenance owing from the Schedule of Payments in Number 3:

To arrive at the total maintenance owing, you must complete the Schedule of Payments. On the Schedule of Payments, for the entire period of time you are claiming maintenance is owing to you, you must list each payment due and whether or not it was paid.

- Under **Due Date**, the full date each payment is due (the due date according to the order or agreement)
- Under **Amount Due**, the amount of each payment (the amount due according to the order or agreement)
- Under **Amount Received**, the amount that was paid to you (enter “zero” if not paid)
- Subtract the Amount Received from the Amount Due to arrive at the **Amount Owing**.
- Total the Amount(s) Owing to arrive at the **Total Maintenance Owing** at the bottom of the Schedule. Insert this amount at number three on the Declaration.

If your maintenance order includes more than one type of support (ex. Child maintenance and spousal maintenance) or specific expense amounts (ex. daycare fees) the amounts can be listed separately or as the total amount due for each due date.

Example of how to complete the Schedule of Payments:

DUE DATE	AMOUNT DUE	AMOUNT RECEIVED	AMOUNT OWING
April 1, 2012	\$275.00	\$0.00	\$275.00
April 15, 2012	\$275.00	\$100.00	\$175.00
May 1, 2012	\$275.00	\$75.00	\$200.00
Total Maintenance Owing Insert total at #3			\$650.00

Use a second page, if necessary

Statutory Declaration

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Enter the date you are completing this Declaration and the date the next maintenance payment will be due where indicated in Number 3.

Signing and witnessing the declaration:

Once you have completed the declaration, it must be signed in front of a Commissioner for Oaths, Deputy Registrar or Notary Public.

You will need to attend at a lawyer's office to sign in front of a Notary Public. Commissioners or Registrars are available in all municipal offices, government offices, provincial courts, financial institutions, many insurance agencies and educational institutions.

Maintenance Enforcement Program

Direct Deposit

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In order to send your maintenance payments by Direct Deposit directly to your financial institution, we need the following information. Incorrect information could result in your payment being sent to the wrong account. All information is kept strictly confidential and used only for Maintenance Enforcement Program (MEP) purposes.

Step 1: Personal Information

Name: _____	Maintenance Enforcement File No. _____
Address/City/Province/Postal Code: _____ _____	
Telephone Number(s) (include area code) _____	
<i>If you change your address please advise our office immediately in writing.</i>	

Step 2: Account Information

<i>If you are attaching a personalized deposit slip or void cheque you do not have to complete this area</i>			
Transit Number (5 digits) _____	Bank Number (3 digits) _____	Account number _____	
Type of Account	<input type="checkbox"/> Chequing	<input type="checkbox"/> Savings	<input type="checkbox"/> Chequing & Savings
Name, address and telephone number of financial institution: _____ _____ _____			
<i>If your banking information changes or you wish to have your maintenance payments deposited to a different account, you must complete a new Direct Deposit form and return it to our office. After the changes have been processed, the maintenance payments will be sent to your new account. DO NOT CLOSE YOUR OLD ACCOUNT UNTIL YOU RECEIVE YOUR FIRST PAYMENT TO THE NEW ACCOUNT.</i>			

Step 3: Please sign, date and mail or fax the completed form to the address above

Until further notice, I authorize the direct deposit of my maintenance payments to the account and financial institution designated in this form.	
I am aware that funds deposited into my account may be recalled by the Manitoba Maintenance Enforcement Program, up to three (3) business days after the deposit, if the original payment received by MEP cannot be processed (for example, it is returned by the bank for stop payment or insufficient funds). If funds deposited in your account are recalled by MEP your file balance will be adjusted and MEP will continue to make every effort to collect the ongoing maintenance and arrears.	
_____	_____
Signature	Date

Fax & Email Authorization Form

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In order to communicate with you by email or fax, the Maintenance Enforcement Program requires the following information. All information is kept strictly confidential and used only for MEP purposes.*

Name: _____ Maintenance Enforcement File No. _____

Address/City/Province/Postal Code: _____

I authorize the Maintenance Enforcement Program (MEP) to **EMAIL** correspondence, requests for information and other documents to me whenever possible.

EMAIL ADDRESS: _____

I authorize the Maintenance Enforcement Program (MEP) to **FAX** correspondence, requests for information and other documents to me whenever possible.

FAX NUMBER: _____

I understand that fax and e-mail communications are not secure forms of communication and that confidentiality of any email or fax cannot be ensured.

I understand that I may revoke this authorization at any time, but not retroactive to the release of information made in good faith, by writing to MEP at the address noted above. I further understand that this authority is to remain in effect until MEP has received and processed written notification from me of its change or termination. Written notice to revoke authorization may take 10 business days to process.

Signature

Date

Sign, date and mail or fax the completed form to the address above.

***Note: This authorization is not intended to vary or change service required to be made in a specific manner by Act or Regulation.**