

**VOLUNTARY PAYROLL DEDUCTION**

**Maintenance Enforcement Program** Telephone: 204-945-7133  
 225-405 Broadway Winnipeg, MB R3C 3L6 Facsimile : 204-945-5449  
 ManitobaMEPinquiries@gov.mb.ca Toll free in MB: 1-866-479-2717

This form must be completed by the debtor (the person required to pay maintenance)

Debtor Last Name: \_\_\_\_\_ First & Middle Name(s) \_\_\_\_\_ MEP File No. \_\_\_\_\_

**Step 1: Request voluntary payroll deduction**

I am requesting the Manitoba Maintenance Enforcement Program (MEP) arrange for my maintenance payments to be deducted from my paycheque and forwarded directly to MEP. I understand:

- 1) my employer will receive a Support Deduction Notice from the Program confirming the amount of maintenance to deduct and forward to MEP
- 2) the deductions will be in accordance with the amount(s) and due date(s) as set out in my maintenance order;
- 3) the Program will notify my employer in writing of any changes to the amount that is to be deducted
- 4) it is in my best interest to provide MEP with a Financial Statement if I have arrears of maintenance so that a payment arrangement can be established to pay the arrears. A Financial Statement is available by visiting our website at [www.manitoba.ca/justice/family/mep](http://www.manitoba.ca/justice/family/mep) or contacting our office to request that a statement be faxed
- 5) a cost recovery fee will be charged to you to have the Voluntary Support Deduction Notice processed by MEP. You can obtain the amount of this cost recovery fee by visiting our website at [www.manitoba.ca/justice/family/mep](http://www.manitoba.ca/justice/family/mep).

**Note:** To avoid Late Payment Penalties, payments through your employer **must arrive** at the Maintenance Enforcement Program **on or before** the due date in your maintenance order. If the payment does not arrive on time, Late Payment Penalties will be charged to you (not your employer). If your payments cannot arrive on or before the due date, contact us at the 204-945-7133 or toll free within Manitoba at 1-866-479-2717 to discuss your options.

**Step 2: Provide your employment information**

Company/employer Name:		
Address:		
City/Town:	Province:	Postal Code:
Telephone Number:	Fax Number:	
Name and telephone number of a contact (payroll) person:		

**Step 3: Sign, Date and Fax or Mail to the above address**

Signature of Debtor (employee)	Date
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