

## Making Payments from Outside Canada

It is important that debtors select a payment method that ensures payments are received on time. By making sure the Maintenance Enforcement Program (MEP) receives their payments on or before the court-ordered due date, debtors avoid collection action, late penalties and interest charges.

**The best way to make payments** if you live outside Canada is by **pre-authorized withdrawal** from a Canadian bank account. This is the simplest and easiest way to ensure your payments are made on time and avoid the potential for inconvenient collection action when payments are forgotten or lost in the mail. Pre-authorized payments are processed efficiently and accurately and can be sent out quickly to creditors. To take advantage of this option, you need to complete and return an Authorized Bank Withdrawal form (catalogue #99010).

The Authorized Bank Withdrawal form is on MEP's website at [www.albertamep.gov.ab.ca](http://www.albertamep.gov.ab.ca) in the "MEP forms" section, or it can be ordered through the *MEP Info Line* (as described in the box below).

For debtors living in countries where pre-arranged payments from a Canadian bank account cannot be established, you can pay by mailing bank drafts or money orders.

To avoid late penalties and interest charges, ensure you allow enough time for payments to be processed and received on or before your court-ordered due date. Money sent close to a statutory holiday requires additional time for MEP to receive it.

If paying by bank draft or money order, it is important that your **name** and **MEP file number** are **printed** on all payment transactions. This will ensure your payment is recorded on the correct file.

**Bank drafts or money orders** may be mailed to MEP at:

Maintenance Enforcement Program  
7<sup>th</sup> Floor, J.E. Brownlee Building  
10365 - 97 Street  
Edmonton, Alberta T5J 3W7  
Canada

This document is part of a series of MEP information sheets that can be obtained in the following ways:

- MEP's website at [www.albertamep.gov.ab.ca](http://www.albertamep.gov.ab.ca)
  - MEP's fax-on-demand service on the *MEP Info Line* by calling 780-422-5555 and using the catalogue number of the information sheet you wish to request
- \* **Toll-free** service to all Government of Alberta phone numbers is available from anywhere in Alberta by calling 310-0000 and following the voice prompts