

Information for Employers about Driver's Licence Suspensions

A driver's licence suspension is an enforcement action the Maintenance Enforcement Program (MEP) uses to encourage debtors to pay court-ordered maintenance. It is used when a debtor has arrears (outstanding support payments) and has not made a payment arrangement with MEP to make up these payments.

My employee requires a valid licence for work – what can I do?

If MEP has suspended your employee's driver's licence, or warned them that their licence will be suspended, you can help. If your employee needs their licence for their job, notify MEP. MEP requires a letter from the employer, on company letterhead, confirming the following information:

- That the debtor works for the company or has been offered a job with the company.
- That the debtor requires a valid driver's licence for the job.
- That the company will remit payment to MEP if MEP issues a Support Deduction Notice.
- The fax number or mailing address MEP should use when sending correspondence and Support Deduction Notices to the company.
- The name and phone number of a designated employee or department, if applicable, that MEP should contact for information relating to payroll and employee information requests.
- The debtor's name and MEP file number.

Send the letter to MEP:

- Fax: 780-401-7575
- Email: albertamep@gov.ab.ca
- Mail: Maintenance Enforcement Program
7th Floor 10365 97 Street
Edmonton AB T5J 3W7

Wage Support Deduction Notice

A Wage Support Deduction Notice (WSDN, MEP's term for a wage garnishee), is a legal document issued by MEP. A WSDN requires an employer to pay MEP a portion of the debtor's salary or wages for court-ordered support. The employer is legally required to pay the amount specified on the WSDN, which may be a fixed dollar amount, or a percentage of the debtor's gross (before taxes and deductions) wages. For more information on WSDNs, please refer to MEP's information sheet, *Information for Employers about Support Deduction Notices*.

- MEP has other Information Sheets, on a variety of helpful topics. To see them, visit MEP's website at www.albertamep.gov.ab.ca.
- To contact MEP, phone 780-422-5555 or toll-free in Alberta at 310-0000.
- To view information about your MEP file, log in to *MEP Accounts Online* on MEP's website and select "Account login".