

## Information for Employers about Support Deduction Notices

Support Deduction Notices (SDN), previously called wage garnishees or notices of continuing attachment, are legal documents that require employers to pay a portion of their employee's income to the Maintenance Enforcement Program (MEP) for court-ordered maintenance payments.

### Why and How MEP Issues SDNs

The MEP issues SDNs when payors request them, or as a collection action when payors have not paid their court-ordered maintenance payments.

The MEP formally notifies employers of SDNs by sending the employer the following documents by fax or mail:

- A letter stating the SDN has been issued
- SDN documents describing the MEP's legal authority and the payment(s) required
- A Calculation of Payment Worksheet

The MEP will notify employers if there is a change to the required payment amount of the SDN.

### Requirements of the Employer

Employers have **15 days** from the date they receive the SDN to respond by:

- Sending funds to the MEP; or
- If funds are not yet payable to the employee, informing the MEP when payment will be sent; or
- Informing the MEP if the payor is not currently employed with them.

Employers are **legally required to send payments** to the MEP (in accordance with the SDN) from the payor's first pay cheque after the date of service of the SDN, and all subsequent pay cheques until:

- The MEP terminates the SDN; or
- 12 years from the date the SDN was issued; or
- A court orders otherwise.

While the SDN is in place, employers must notify the MEP of any changes to the payor's employment status (for example if their employment ends for any reason; or they return to work for your company).

### Non-Compliance to SDNs

If employers do not respond to the SDN or do not make the required payments, the MEP will issue a notice of **non-compliance**. Employers have 10 days to respond to this notice, or the MEP can proceed with an application to the courts for an order for payment, making the employer liable for **all** support payments their employee owes, including court costs.

If the SDN is causing your employee financial difficulty, they are encouraged to contact the MEP to make payment arrangements to have the SDN adjusted.

### Calculating the Amount to Pay to MEP

The MEP requires employers to submit a completed [Calculation of Payment Worksheet](#) in the following situations:

- With the first payment sent to the MEP in accordance with the SDN, and
- With the first payment sent to the MEP if the required payment under the SDN was changed by the MEP.

The Worksheet is included with the SDN documents and is available in both print and fill-and-print form on the MEP's website.

Wage Support Deduction Notices (WSDN) will request either a percentage of gross wages (for example, 40% of gross wages), or an exact amount (for example, \$500 per month; or \$400 bi-weekly). If the WSDN requests a payment frequency that does not align with your pay cycle (for example, the WSDN requests \$500 per month, but your pay cycle is bi-weekly), please contact the MEP to discuss the schedule of payments going forward.

The maximum amount the MEP can request under a WSDN is **40% of gross wages**. If the MEP has asked you to send an amount that is more than 40% of the payor's gross wages (including if the MEP has issued WSDNs for two or more MEP files belonging to the payor), you are only required to send a total of 40% of the gross wages. If this occurs, please contact the MEP to discuss the schedule of payments going forward.

**Gross wages** mean all wages and salary, including holiday pay, bonuses, commission and overtime, before any mandatory or voluntary deductions. Gross wages do not include severance or termination pay. Employers are only required to remit severance or termination pay if the MEP serves the employer with a **Non-Wage Support Deduction Notice (NWSDN)**, which attaches up to 100% of non-wage amounts owed to the payor.

## How Do I Send Payments to the MEP?

Employers can help their employees avoid penalties and collection actions by ensuring payments are sent promptly and always include the 7-digit MEP file number.

The MEP accepts payments by cheque, but prefers the following payment methods:

### 1. Telephone or Internet banking

- The payee is Alberta Maintenance Enforcement Program;
- The payee account (or customer or billing number) is the employee's 7-digit MEP file number.
- If you have multiple employees to send money to MEP for, make a payment for each payee individually, to ensure the funds are applied to the correct MEP file. For example, if you are sending \$100 to the MEP for an employee with the MEP file number 1234-567, and \$500 to the MEP for an employee with the MEP file number 7654-321, enter:

Payee:	Account/Customer/Billing Number:	Payment Amount:
Alberta Maintenance Enforcement Program	1234567	\$100.00
Alberta Maintenance Enforcement Program	7654321	\$500.00

### 2. Direct deposit or electronic funds transfer

- Deposit money directly into MEP's bank account through your bank or accounting software.
- Once the direct deposit or electronic transfer is made, you must contact the MEP's Revenue Department so staff can ensure the payment is received and applied to the correct MEP file.
  - Include the employee's name, their MEP file number, and the amount deposited.
  - Address your correspondence "Attention: Revenue Team Lead, Revenue Unit" and send by email to [just.meprevenue@gov.ab.ca](mailto:just.meprevenue@gov.ab.ca) or fax to 780-401-7570.

### 3. Electronic Data Interchange (EDI)

- EDI computer software or in-house information technology set-up is required. Most banks or payroll service providers offer their clients an EDI solution. Contact your bank representative or payroll service provider for more information about EDI.
- The MEP can receive deposit and remittance details through the standard EDI 820 format.
- To set up direct deposit or EDI, you need the following MEP bank account information:

**Bank:** Royal Bank of Canada  
**Address:** 10107 Jasper Avenue, Edmonton, Alberta T5J 1W9  
**Bank no.** 003  
**Transit no.** 03749  
**Account no.** 0000281

## Contacting the MEP

The MEP welcomes inquiries from employers. Contact the *MEP Info Line* at 780-422-5555 or toll-free in Alberta at 310-0000, and follow the voice prompts to access the employer line.

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

Fax: 780-401-7575

E-mail: [albertamep@gov.ab.ca](mailto:albertamep@gov.ab.ca)

- The MEP has other Information Sheets, on a variety of helpful topics. To see them, visit the MEP's website at [alberta.ca/mep](http://alberta.ca/mep)
- To contact the MEP, phone 780-422-5555 or toll-free in Alberta at 310-0000.
- To view information about your MEP file, go to the MEP's website at [alberta.ca/mep](http://alberta.ca/mep) and select "MEP Accounts Online"