



## Making Payments from Outside Canada Maintenance Enforcement Program (MEP)

It is important that payors 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, payors 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 recipients. To take advantage of this option, you need to complete and return an Authorized Bank Withdrawal form found on MEP's website at [alberta.ca/mep](https://alberta.ca/mep), in the "MEP forms" section

For payors 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  
7th Floor, J.E. Brownlee Building  
10365 - 97 Street  
Edmonton, Alberta T5J 3W7 Canada

- The MEP has other Information Sheets, on a variety of helpful topics. To see them, visit the MEP's website at [alberta.ca/mep](https://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](https://alberta.ca/mep) and select "MEP Accounts Online"