

Info for Employers about Driver's Licence Suspensions Maintenance Enforcement Program

The Maintenance Enforcement Program (MEP) may suspend a payor's driver's licence when the payor has arrears (outstanding support payments) and has not made a payment arrangement with the MEP to pay the arrears. This action is used when other collection tools have not been successful in obtaining support payments.

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

By providing the MEP with the required information outlined below, the MEP can **stop or reverse a licence action** when the MEP has suspended your employee's driver's licence, and your employee needs their licence for their job.

The following information must be provided to the MEP on your company letterhead:

To ensure your letter contains all required information, you may choose to copy the section below, and paste it into your company letterhead.

Employee Information

- The employee's full name: _____
- The employee's MEP file number (or Social Insurance Number): _____
- What date did the employee start working for the company **or** what is the anticipated start date of employment? _____.
- Does the employee require a driver's licence for their position? **Yes or No** (circle one)

Employer Information

- Legal business name: _____
- **Phone number** and **name** of a designated employee or department for any payroll and employee information requests: _____
- **Mailing address** and **secure fax number** for service of Support Deduction Notices and correspondence: _____
- Employer acknowledges the company is legally required to honour a Support Deduction Notice issued by the MEP. **Yes or No** (circle one)

Send the letter to:

Maintenance Enforcement Program

Fax: 780-401-7575

Email: albertamep@gov.ab.ca

Support Deduction Notice

The section above refers to a Support Deduction Notice (the MEP's term for a wage garnishee), which is a legal document. It requires the employer to pay the MEP a portion of the payor's salary or wages toward their court-ordered support. The employer is legally required to pay the amount stated on the Support Deduction Notice, which may be a fixed dollar amount, or a percentage of the payor's gross (before taxes and deductions) wages. For more information on this topic, refer to the information sheet *Information for Employers about Support Deduction Notices*, available on the MEP's website.

- The MEP has other Information Sheets, on a variety of helpful topics. To see them, visit the MEP's website at 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 and select "MEP Accounts Online"