

Paying Through Automatic Withdrawals

To avoid collection action, late penalties and interest charges, it is important that you make your payments on or before the court order or agreement's due date. **The Maintenance Enforcement Program (MEP) will only credit a file with a payment as of the date that payment is received by the MEP, and not the date it is sent to the MEP.**

Paying by automatic withdrawal is the easiest way to keep your MEP account up to date. To use this payment method, complete and return an Authorized Bank Withdrawal form, available from the MEP's website at www.alberta.ca/mep. Once at the website, click on "Forms and Guides" and then on "Forms".

Frequently asked questions and answers

If I want to pay from a joint account with another person, does this form need to be signed by me and that person?
Yes.

How do I make changes to my automatic bank withdrawal already set up with the MEP?
You must provide the MEP a new Authorized Bank Withdrawal form. Once processed, it will replace your previous form.

How do I cancel my authorized bank withdrawal?
Send the MEP your written notice of cancellation at least five business days before your next withdrawal date.

The amount I must pay has changed because: a new court order/agreement/recalculation decision was made; the MEP stopped enforcing support for a child; or a cost-of-living adjustment was done. Do I need to send a new form to the MEP?
No. The form you signed included your permission for the MEP to change the amount of funds withdrawn from your account when: a new court order/agreement/recalculation decision was received by the MEP; because the MEP stopped enforcing support for a child; or when a cost of living adjustment was done.

What happens if payments are returned by my bank (e.g. insufficient funds, stop payment, closed account)?
If you know you will not have sufficient funds in your account to make your payment as scheduled, notify the MEP at least five business days in advance. The MEP charges a \$51.50 penalty for each returned payment. If there are two consecutive returned payments, the MEP may cancel the authorized bank withdrawal agreement.

- 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"