

## Support Deduction Notices – Information & FAQs for Income Sources/Employers

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### **How do I determine the amount to send to MEP?**

Step 1: Calculate the debtor's net income:

Begin with the gross income. This includes:

- regular wages/earnings/salary/contract amounts
- vacation pay
- commissions, and
- bonuses.

Exclude any reimbursements made to the employee for expenses covered by a medical, health, dental or hospital insurance contract or plan.

Subtract the following statutory deductions:

- Income Tax
- Canada Pension Plan
- Employment Insurance
- union dues, and
- any other deductions that may be prescribed by Regulation.

The result is the **net** income.

Step 2: Calculate the payments required under the SDN:

Review the Support Deduction Notice (Paragraphs 2(i) and 2(ii)) to confirm the amount we requested. A basic example is:

Amount in Paragraph (i)	<u>\$250.00</u>
Plus amount in Paragraph (ii)	<u>\$150.00</u>
Amount to be paid to MEP	\$400.00

**What if our pay periods do not match the support in the SDN?**

MEP will accept pro-rated payments based on your pay periods.

If the SDN requests a monthly amount and your pay periods are:

- Biweekly: Calculate the biweekly amount due based on the monthly amount requested in the SDN as follows:
  - $\text{SDN amount} \times 12 / 26 = \text{biweekly amount}$
  - For example if the SDN requested \$350 per month the biweekly amount is:
    - $\$350 \times 12 = \$4200 / 26 = \$161.54$
- Weekly: Calculate the weekly amount due based on the monthly amount requested in the SDN as follows:
  - $\text{SDN amount} \times 12 / 52 = \text{weekly amount}$
  - For example if the SDN requested \$350 per month the weekly amount is:
    - $\$350 \times 12 = \$4200.00 / 52 = \$80.77 \text{ weekly}$
- Semi-Monthly: Calculate the amount due semi-monthly based on the monthly amount requested in the SDN as follows:
  - $\text{SDN amount} / 2 = \text{semi-monthly amount}$
  - For example if the SDN requested \$350 per month the semi-monthly amount is:
    - $\$350 / 2 = \$175.00$

If the SDN requests a semi-monthly amount and your pay periods are:

- Biweekly: Calculate the amount due bi-weekly based on the semi-monthly amount requested in the SDN:
  - $\text{Semi-monthly amount} \times 24 / 26 = \text{biweekly amount}$

- For example if the SDN requested \$350 semi-monthly the biweekly amount is:
  - $\$350 \times 24 = 8400.00 / 26 = \$323.08$  biweekly
- Weekly: Calculate the weekly amount due based on the semi-monthly amount requested in the SDN as follows:
  - $\text{SDN amount} \times 24 / 52 = \text{weekly amount}$
  - For example if the SDN requested \$350 semi-monthly the weekly amount is:
    - $\$350 \times 24 = \$8400.00 / 52 = \$161.54$  weekly

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**What if the debtor's net income is not enough to pay the full amount requested in the Support Deduction Notice (SDN)?**

If sending the amount in the SDN will leave the debtor with less than the exemption amount set out in paragraph 2 (usually \$250.00 net per month) send only the amount left after ensuring that the debtor will receive the net exemption amount for the month. Below are some examples of scenarios that you may encounter.

<p><b>Scenario 1</b> The ongoing amount will leave the debtor with less than \$250.00 net per month.</p>	<p><b>Example:</b> The debtor's net income is \$1,000 per month. The ongoing amount in the SDN is \$800 per month. To leave the debtor with \$250 net per month, you will send MEP only \$750.00 monthly. You must notify the MEP office in writing when submitting the Response to Support Deduction Notice document or if after submitting that document by fax or email when this is the case.</p>
<p><b>Scenario 2</b> There is an ongoing amount and arrears (the amount of support that a debtor has missed paying and owes to a creditor), with a set rate at which they are to be paid.</p>	<p><b>Example 1:</b> The debtor's net income is \$1,000 per month. The ongoing amount is \$300 per month. The arrears are to be paid at the rate of \$150 per month. You will send MEP \$450 monthly.</p> <p><b>Example 2:</b> The debtor's net income is \$1,000 per month. The ongoing amount is \$400 per month. The arrears are to be paid at the rate of \$400.00 per month. To leave the debtor with \$250 net per month, you will send MEP \$400.00 for the ongoing plus \$350.00 for the arrears. You must notify the MEP office in writing when submitting the Response to Support Deduction Notice document or if after submitting that document by fax or email when this is the case</p>
<p><b>Scenario 3</b> There is an ongoing amount and lump sum arrears (the amount of support that a debtor has missed paying and owes to a creditor)</p>	<p><b>Example:</b> The debtor's net income is \$1,000 per month. The ongoing amount is \$300.00 and arrears of \$2500.00 are due forthwith. To leave the debtor with \$250.00 net per month, you will send MEP \$750.00 (300 + 450) until the arrears are paid in full or MEP provides notification of a change in the payment amounts.  After the arrears are paid, you will send MEP \$300 monthly.</p>
<p><b>Scenario 4</b> There is no ongoing amount. The arrears are \$5,000 to be paid forthwith.</p>	<p><b>Example:</b> The debtor's net income is \$1,000 per month. To leave the debtor with \$250.00 net per month, you will send MEP \$750.00 until the arrears are paid in full or MEP notifies you of a change in the payment amounts.</p>

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## **How do I send payments to MEP?**

Include the debtor's complete name and MEP file number.

If you are sending payments for more than one SDN and/or MEP file, please clearly indicate the debtor name, file numbers and the amounts being paid for each file.

### **Online**

Electronic transfer through online banking is the quickest, most secure way to send payments. Please see the [Business Direct Deposit Information Sheet](#) for instructions on setting up electronic transfers.

### **By cheque or Money Order**

Payable to the Province of Manitoba, Minister of Finance  
Mail to:

Maintenance Enforcement Program, Canada Building,  
100-352 Donald Street, Winnipeg, MB, R3B 2H8

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### **Definitions:**

**"person required to pay"** means the person or entity (for example, the company, financial institution, organization etc.) required to pay under a support deduction notice, and includes the government or a government agency

**"creditor"** means a person entitled to receive payments under a maintenance order,

**"debtor"** means a person required to make payments under a maintenance order

**"support deduction notice"** means a support deduction notice issued by the designated officer under [section 58.1](#) of [The Family Maintenance Act](#)

**"wages"** includes salary, commission and fees, and any other money payable by an employer to an employee in respect of work or services performed in the course of employment but it does not include any deductions made by the employer under any Act of the Legislature of any province or the Parliament of Canada.

**"date of service"** the date the SDN is delivered when served by registered or certified mail. The day the SDN is received if served by fax before 5:00 p.m. If served by fax between 5:00 p.m. and midnight, the date of service will be the following day.

**"arrears of maintenance"** the amount of support that a debtor has not paid and is owed to a creditor

**“ongoing maintenance”** the amount of support payable by the debtor to the creditor on a regular basis and set out in a court order or agreement

**“Income”**

- wages, salary, or other remuneration (including vacation pay)
- a commission, bonus, piecework allowance, or similar target-oriented payment (this income is only available if the debtor earns it)
- a benefit under an accident, disability, or sickness plan
- a disability, retirement, or other pension
- an annuity
- a fee for service
- rental income
- a shareholder’s loan or dividend on shares
- money from a trust in which the debtor holds a beneficial interest
- other types of income such as federal benefits, insurance settlements, lottery winnings, inheritances, and any debt owed to the debtor

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## Direct Deposit Business Information

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<b>Maintenance Enforcement Program</b>	Telephone:	204-945-7133
100-352 Donald St Winnipeg, MB R3B 2H8	Facsimile :	204-945-5449
ManitobaMEPinquiries@gov.mb.ca	Toll free in Canada:	1-866-479-2717

To set up direct deposit with the Maintenance Enforcement Program (MEP), you will need to contact your financial institution or payroll provider who will require the following information:

<b>Bank:</b>	Royal Bank of Canada
<b>Account Number:</b>	1228113
<b>Transit Number:</b>	08327
<b>Branch Number:</b>	003

### Notes

- When a deposit is made to the MEP's account, please send an email to [accountingmbmep@gov.mb.ca](mailto:accountingmbmep@gov.mb.ca) confirming the date and the amount of the deposit **only** – do not include personal client information.
- A deposit summary **must** be submitted for **each** deposit made to MEP's bank account. This summary should be drafted on company letterhead and **must** include the following information:
  - the date and amount of the deposit,
  - the client's names (creditor and debtor), and
  - the client's seven (7) digit MEP file number.
- Please fax this summary to (204) 948-3099. The deposit summary can also be emailed to the accounting e-mail address noted above but the summary must then be password-protected and you will have to notify us of the password beforehand.
- We also request, if possible, to have the summary faxed/emailed, at least one (1) day prior to receiving the funds. If this is not possible, the day of the deposit will suffice.