

Province of British Columbia
Ministry of Attorney General

FAMILY MAINTENANCE ENFORCEMENT PROGRAM

PAYOR ENROLLMENT FORM

This is your application form to enroll in the Family Maintenance Enforcement Program. We are pleased you have decided to file your maintenance order/agreement with us. Once you file your maintenance order in the Program, you cannot withdraw from the Program without the consent of the recipient.

You may wish to consult with a Family Court Counsellor or a lawyer about your legal rights and responsibilities. Family Court Counsellors can be located by calling the number in the blue pages for Attorney General Probation and Family Court Services; you may obtain a lawyer by calling the Lawyer Referral Service listed in yellow pages or from Legal Aid listed in the white pages of your phone book.

If you are required to pay maintenance to more than one person, you must fill out a separate application form for each person.

If you are not sure if your order is eligible for enrollment in the Program, or if you need help filling in the Payor Application Form, please call the Enrollment Office between 9:00 a.m. and 4:30 p.m. weekdays. If you are a recipient of maintenance, please call the number below and ask for a Recipient Enrollment Package.

Family Maintenance Enforcement Program

Enrollment Office

Box 5100, Victoria, BC V8R 6N3

Greater Victoria: (250) 220-4040

Toll Free: 1-800-663-3455 outside Greater Victoria

The instructions and information are on the back.

Authority for the collection of personal information is contained in *the Family Maintenance Enforcement Act* and Regulations. Information obtained under this Act is only disclosed to the extent necessary for purposes relating to the enforcement of a maintenance order or to a person in a reciprocating state performing functions similar to those of the Director.

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A. GETTING STARTED

Please read these instructions carefully. Accurate and up to date information will speed up your enrollment. It is a good idea to have a copy of your order(s) or agreement in front of you when you fill out this form.

B. TERMS YOU SHOULD KNOW

To complete the forms and send in the right documents, you may need to know the following terms:

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| AGREEMENT | - A written agreement containing a provision for you to pay financial support for children and/or spouse. It must be filed in a BC Court to be eligible for filing with the Family Maintenance Enforcement Program. |
| ARREARS | - Money which should have been paid under the terms of the maintenance order or agreement but which has not been paid. |
| RECIPIENT or CREDITOR | - The person who is to receive the maintenance payments. |
| PAYOR or DEBTOR | - The person who is to pay the maintenance. |
| MAINTENANCE ORDER | - Also called a support order. This is a Court order which requires payment of a specific amount of money to the recipient for the purpose of child and/or spousal support. |
| NOTICE OF FILING | - A letter we send you to say that your order is now enrolled in the Family Maintenance Enforcement Program. |

C. FORM 1: APPLICATION INFORMATION

This form will give us the information we need about you (the payor), the recipient and the order or agreement(s). Please answer every question. If the question does not apply to you, write in 'Not Applicable' or 'N/A'. If you do not have the information requested, write in 'Don't Know'. **(Please note carefully the conditions you are agreeing to by enrolling your order with us. These are listed at the end of this form.)**

D. SENDING IN THE APPLICATION FORM FOR ENROLLMENT

When you have filled out the application form, mail it to us. We will review your completed form and contact you if we need further information. We will not begin monitoring your payment until we have officially notified you that your maintenance order has been enrolled in the Program. This notification will be titled Notice of Filing.

E. WHAT WILL HAPPEN ONCE I MAIL IN THE APPLICATION FORM?

Once we receive this form we will write to the BC Court(s) where you have told us your order or agreement is filed, to get certified copies. Once we have all the orders and agreements and have determined eligibility, we will send you and the recipient Notices of Filing. This means your order is enrolled and that we have told the recipient that all future payments will come to us so we can record them before sending them on to the recipient.

Please be patient; it usually takes about six weeks to enroll the order, and longer if there are unusual circumstances. You can check on the progress of your case by calling The Family Maintenance Enforcement Program InfoLine, our automated phone information service, as soon as you receive our letter saying we have received this application. This letter will contain your Case Number and Personal Identification Number – you will need them to use InfoLine.

i) If there are no arrears

If the recipient tells us you do not owe any maintenance, the file will become fully active once you receive your Notice of Filing.

You should know that we may register the maintenance order against the title of any land you own, whether you owe arrears or not, in order to safeguard future payments. This registration has no effect unless you fall into arrears. It is like the banks have security on a loan. If there are no arrears at the time you want to sell or remortgage, it can be removed at your request. However, we may register against any new property purchased.

ii) If there are arrears

If the recipient tells us that you owe past due maintenance, we will send the recipient another form to fill out after the Notice of Filing. The form will give us all the payment information we need to calculate the arrears. Usually we will not begin enforcement until we have given you an opportunity to review the arrears being claimed or provide proof of payment to us.

25. WHEN WAS THE FIRST MAINTENANCE ORDER OR FILED AGREEMENT MADE? PLEASE LIST THE DATE AND INFORMATION BELOW

DATE	LEVEL OF COURT	COURT LOCATION	COURT FILE NUMBER
Day Month Year	PROVINCIAL <input type="checkbox"/>		
	SUPREME <input type="checkbox"/>		

26. HAS YOUR MAINTENANCE ORDER EVER BEEN VARIED (CHANGED) BY THE COURT OR BY WRITTEN AGREEMENT BETWEEN YOU AND THE RECIPIENT? YES NO

DATE	LEVEL OF COURT	COURT LOCATION	COURT FILE NUMBER
Day Month Year	PROVINCIAL <input type="checkbox"/>		
	SUPREME <input type="checkbox"/>		

PROVINCIAL
SUPREME

PROVINCIAL
SUPREME

PROVINCIAL
SUPREME

27. HAS THE COURT MADE ANY ENFORCEMENT ORDERS IN THE PAST REGARDING ARREARS OWED? YES NO

IF YES, LIST DATES AND COURT LOCATIONS BELOW

DATE	LEVEL OF COURT	COURT LOCATION	COURT FILE NUMBER
Day Month Year	PROVINCIAL <input type="checkbox"/>		
	SUPREME <input type="checkbox"/>		

PROVINCIAL
SUPREME

PROVINCIAL
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PROVINCIAL
SUPREME

28. ARE YOU CURRENTLY DEALING WITH A COURT/LAWYER/FAMILY COURT COUNSELLOR ON A FAMILY RELATED MATTER?

YES NO IF YES, PLEASE DESCRIBE:

29. HOW MUCH MONEY DOES YOUR ORDER SAY TO PAY? 30. HOW OFTEN? e.g., WEEKLY, MONTHLY, BI-WEEKLY, TWICE A MONTH?

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C. RECIPIENT INFORMATION

31. LAST NAME (currently used)	FIRST NAME	MIDDLE NAME	32. SEX <input type="checkbox"/> M <input type="checkbox"/> F	33. BIRTHDATE Day Month Year
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34. ADDRESS - STREET AND NUMBER	CITY/TOWN	35. AREA CODE AND PHONE - HOME
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