

Instructions are attached after Page 4

**APPLICATION FOR
DEBT MEDIATION
COUNSELLING SERVICES**

**PROVINCIAL MEDIATION
BOARD**

1. Applicant's Name _____ Age _____ Male Female
SIN # _____
 2. Spouse's/Partner's Name _____ Age _____ Male Female
SIN # _____
 3. Address _____
City/Town/Village _____
Postal Code _____ Phone Number (306) _____ Residence
Work Number, if it is okay to phone you there. (306) _____ Business
 4. Applicant's Occupation _____
Employer _____
Spouse's Occupation _____
Employer _____
 5. Dependents: _____ Relationship: _____ Age: _____
_____ Relationship: _____ Age: _____
_____ Relationship: _____ Age: _____
_____ Relationship: _____ Age: _____
- How did you learn about the program? _____

MONTHLY INCOME:

	Gross	Net	Pay Period (Monthly, semi-monthly, Weekly, Bi-weekly)
Applicant	\$	\$	
Spouse	\$	\$	
Child Tax Benefit	\$	\$	
Other (Identify)	\$	\$	
	\$	\$	
	\$	\$	
	Total Net Income		

MONTHLY LIVING EXPENSES:

TOTAL NET INCOME: \$ _____

Food	_____
Rent	_____
Mortgage	_____
Property Taxes (if paid separately)	_____
Utilities (Power _____, Energy _____, Water _____, Phone _____)	_____
House Repairs and Maintenance _____	_____
Clothing	_____
Personal Health Care (Dental/Drugs/Optical/Grooming)	_____
Car Expenses	_____
Transportation	_____
Insurance: Fire/Property	_____
Automobile	_____
Life/Medical(if not deducted from pay)	_____
Child Care Expenses	_____
Recreation - gifts _____ social/cultural/religious/sports _____	_____
School related magazines/newspaper _____	_____
Entertainment _____ other _____	_____
Cable Television	_____
Alcohol/Tobacco	_____
Alimony/Support Payments	_____
Other	_____
TOTAL EXPENSES	_____

Discretionary Income: \$ _____ * This is the amount you have available for debt payments.
(Subtract expenses from
Net Income)

ASSETS:

House	\$ _____
Less Mortgage owing	\$ _____
Equity	\$ _____
Contents	\$ _____
Vehicles	\$ _____
Financial	\$ _____
Other	\$ _____
Total Assets	\$ _____

CREDITOR INFORMATION

Creditor Name & Address	Account No.	Contractual Balance Owing	Monthly payment	Security held or co- signors/guarantors – if any
1.		\$	\$	
2.		\$	\$	
3.		\$	\$	
4.		\$	\$	
5.		\$	\$	
6.		\$	\$	
7.		\$	\$	
8.		\$	\$	
9.		\$	\$	
10.		\$	\$	

Signature

Date

CREDITOR INFORMATION (cont'd)

Creditor Name & Address	Account No.	Contractual Balance Owing	Monthly payment	Security – if any
11.				
		\$	\$	
12.				
		\$	\$	
13.				
		\$	\$	
14.				
		\$	\$	
15.				
		\$	\$	
16.				
		\$	\$	
17.				
		\$	\$	
18.				
		\$	\$	
19.				
		\$	\$	
20.				
		\$	\$	

Signature _____

Date _____

INSTRUCTIONS FOR COMPLETING APPLICATION:

The following guidelines may be helpful to you in completing the income and living expense sections.

INCOME

- ◆ The budgeting sheet is based on monthly income. If you are not paid on a monthly basis (ie: weekly, bi-weekly), or your income fluctuates (ie: commission, self-employed), please provide an estimate of your monthly income based on annual income.
- ◆ Under “Other” include all income from sources besides those identified (ie: rent, pension).

MONTHLY LIVING EXPENSES

- ◆ **Food**
Include your monthly expenditure on food items and things like laundry soap, toothpaste, etc, that you buy when grocery shopping, but do not include the costs of restaurant meals.
- ◆ **Rent**
If you are renting living accommodation, enter monthly rent payment.
- ◆ **Mortgage**
If you are purchasing a house and the mortgage payment does not include property taxes, divide the annual tax amount by 12 and add it to your mortgage payment.
- ◆ **Utilities**
Calculate your average monthly expenditure on electricity, gas, water and sewer, and telephone (including long distance calls).
- ◆ **Clothing**
Estimate the average monthly expenditure on clothing, including footwear.
- ◆ **Personal Health Care**
This section should include your average monthly expenditures on all personal health care needs, such as prescription drugs, contraceptives, dental care, non-prescription drugs (ie: aspirin, tylenol, etc.), personal grooming needs, hair cuts, etc. It should be your share after any Plans have paid their share.
- ◆ **Car Expenses**
Include the cost of gas, oil and repairs for your vehicle(s) per month. Also, add in the cost of any car lease and parking.
- ◆ **Transportation**
Calculate the cost of public transportation costs each month.
- ◆ **Insurance**
This item should include insurance premiums for property, vehicle, life and medical insurance. Divide the total annual insurance premiums by 12 to arrive at your monthly expenditure.
- ◆ **Child Care Expenses**
The cost of child care resulting from parent(s) working or involved in training/educational programs should be entered.

INSTRUCTIONS (cont'd)

◆ **Recreation**

Monthly expenditures on all recreational and entertainment activities are to be included in this area. As well, report expenditures for your childrens' school activities.

◆ **Alcohol/Tobacco**

Identify monthly expenditures on these items.

◆ **Alimony/Support Payments**

Any maintenance or alimony payments should be entered in terms of monthly amounts.

◆ **Other**

Items of expenditure that have not been included above, should be entered in this section .. Please specify the nature of the expenditure.

ASSETS

◆ **Real Estate**

This refers to a house or mobile home, or other property in which you have equity.

◆ **Contents**

This refers to household goods and should reflect resale, not replacement value.

◆ **Vehicle(s)**

All vehicles (cars, trucks, campers, etc.) should be included.

◆ **Financial**

Include all savings, retirement plans, R.R.S.P's, R.H.O.S.P.'s, cash value of life insurance policies, investments.

◆ **Other**

Include any other tangible assets such as jewellery, antiques, etc.

CREDITOR INFORMATION

- ◆ Enter all outstanding debts, indentifying information in all areas on the form.
- ◆ Be sure to include all creditors, including individuals to whom you owe money as well.
- ◆ Make sure you indicate whether any of the creditors have any of your possessions put up as security for the debt or whether someone has signed for the debt.

Sign and date the form, and return to the location nearest you.

Provincial Mediation Board:

2151 Scarth St.

REGINA, SK.S4P 3V7

Ph: (306)787-5387

or 1-888-215-2222

Fax: (306)787-5574

or 1-888-867-7776

Main Floor, 122-3RD Ave. N.

SASKATOON, SK. S7K 2H6

Ph: (306)933-6520

Fax: (306)933-7030

WHAT CAN YOU DO

1. Don't run from your money problems. They don't fix themselves. If your financial situation is making you uncomfortable, face up to it and act now.
2. If you miss payments, contact your creditors and explain your situation. A phone call or letter will show them that you are being responsible and want to meet your payments.
3. Take a good look at your income, expenses, debt load and spending habits. Debt problems occur when living expenses and credit payments are greater than income. You may have to increase your income, decrease your living expenses or request that your credit payments be decreased.



**Saskatchewan
Justice**

4. If you have taken these steps and still are in too deep, you may want to contact the DEBT MANAGEMENT AND CREDIT COUNSELLING PROGRAM at the Provincial Mediation Board to discover and assist you with other possible solutions.

SASKATCHEWAN

PROVINCIAL MEDIATION BOARD

Debt Management and Credit Counselling Program
Main Flr, 122 – 3rd Ave. N. 2151 Scarth Street
Saskatoon SK, S7K 2H6 Regina SK, S4P 3V7
Ph: (306)933-6520 Ph: (306)787-5387
Or 1-888-215-2222
Fax: (306)933-7030 Fax: (306)787-5574
Or 1-888-867-7776

HELP

I AM HAVING TROUBLE

Making it from paycheque to paycheque

My charge accounts are at their limit and I am not able to meet the minimum monthly payment

My bank account is overdrawn

My utilities are going to be cut off

My spouse and I are separating because of money problems

My creditors are calling me for payments

They are threatening to take me to court or repossess my car

My paycheque has been garnisheed

**I GIVE UP TRYING TO
MANAGE THE SITUATION**

WHAT DEBT MANAGEMENT AND CREDIT COUNSELLORS CAN DO:

SELF ASSISTED REMEDIES

A Counsellor will assist you in discovering ways you may be able to work out your financial situation with creditors by:

1. Requesting an EXTENSION OF TIME so that you can arrange to sell something or get more income.
2. SELF POOL PLAN
If you are having trouble paying your debts and need help in setting a debt repayment plan, a counsellor may assist in arranging, so you can still personally keep paying your creditors.
3. BUDGETING ASSISTANCE
Counsellors can help you look over and improve your budget skills.

MEDIATION WITH YOUR CREDITORS

Under the *Provincial Mediation Act*, creditors could be approached to voluntarily accept:

1. MEDIATION to change the contractual arrangement.
2. MEDIATED DEBT REPAYMENT ARRANGEMENT which would allow for creditors to be paid based on what you can afford. Secured creditors, child support payment arrears, government debts or cosigned debts may be paid first as long as there is still money for other creditors. Interest may be reduced by creditors as long as you make the new payments.
3. A CASH SETTLEMENT for less than what is owed may be agreed to by creditors, with money received from family, friends or a financial institution.

OTHER LEGAL REMEDIES

Other legal remedies to establish a debt repayment arrangement can be set up with the assistance of the Counsellor.

Under *The Bankruptcy and Insolvency Act*, you could propose to creditors:

1. An ORDERLY PAYMENT OF DEBTS which consolidates all personal debts (except mortgages, and business debts). Creditors listed on the Consolidation Order are paid according to your ability to pay and cannot proceed with garnishing wages or seizing property (unless secured interest had been provided by debtor). If debtor defaults on the payments, creditors are allowed to proceed immediately to enforce the debt.
To qualify for OPD, you should normally be able to clear up your obligations with creditors in a three to five year period. Interest is reduced to five percent. Payments are made directly to the Provincial Mediation Board and paid to creditors on a proportionate basis. A \$20 filing fee is required.

2. A CONSUMER PROPOSAL is an offer to creditors to pay them based on your financial ability. It can be a lump sum cash settlement or affordable monthly payments (no longer than 5 years) that may or may not pay the debt in full. The counsellor will assist you with making a proposal that fits your financial situation. Upon filing a proposal, creditors have forty-five days to respond, they can't take any legal action. To be accepted, 51% of creditor debt have to be in favor. As part of the Consumer Proposal, you must participate in money management counselling sessions. There is a cost for filing fees, administrator fees and counselling sessions.

If you can't meet your monthly living expenses, let alone your debt payments, you may want to look into the possibility of BANKRUPTCY. Bankruptcy trustees are listed in the yellow pages of the phone book and would be willing to discuss this option with you.