

Instructions for completing the Affidavit of Arrears SEP Newfoundland & Labrador

Affidavit of Arrears:

The Affidavit of Arrears must reflect arrears created by all orders or domestic contracts prior to registration with the program. These arrears must also be allocated to the periods in which they were due under the Support Orders Enforcement Act.

Affidavit of Arrears Worksheet:

To facilitate the allocation of arrears you must complete the attached worksheet. The worksheet is divided into years and months. There are three columns as follows:

1. **Amount Due:** This represents the amount due per month as stated in your order. If your order is weekly or bi-weekly you will require a perpetual calendar since some months will have either 5 or 3 payments due. If your order is semi-monthly there will be two payments due in every month unless the order start date was too far advanced in the month for two payments.
2. **Amount Paid:** This is the total of all money paid to you in a given month.
3. **Arrears:** This is simply the difference between the amount due and the amount paid in a given month. This number can be negative.

Example:

Affidavit August 1 2003:

A sample worksheet is attached to help you fill in your worksheet. In this example an order was made in January 2002 for a support payment of \$300.00 every two weeks commencing the 1st day of January 2002. A second order was issued in October 2002 reducing the support payment to \$250.00 every two weeks commencing October 1st.

Column A: Amount Due

Using a perpetual calendar, calculate \$300 every two weeks starting with January 1, 2002 and continue until the order changed in October, 2002. Starting in October 1st 2002, follow the same process up to the date of signing the affidavit. Because the affidavit is being signed on August 1st, no charge was entered for August since it wasn't due. The sample worksheet ends with July, 2003.

Column B: Amount Paid

For each month there was an amount due, fill in how much was paid in that month.

Column C: Arrears

Subtract column B from A and enter that value in column C. This number can be negative but will be included in the final total. Total the values in column C and place in the area provided. Transfer the total arrears to line # 2 of the Affidavit of Arrears. In the example attached this would be \$5,500.00. Now that you have completed the worksheet and affidavit of arrears, sign and have it sworn.