

Authorization for Service of SDN Documents by Email

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In order to serve Support Deduction Notices (SDN) by email, the Manitoba Maintenance Enforcement Program (MEP) requires written authorization from the income source (employer etc.) to accept service by email. Please provide the information below to setup SDN delivery by email.

Name of Company/Financial Institution
(Income Source): _____

Address/City/Province/Postal Code: _____

Email Address: _____

The income source named above agrees to receive the following documents by email at the email address shown above:

- Notice of Wage/Non-Wage Support Deduction Notice with attachments
 - Wage/Non-Wage Support Deduction Notice Cover Letter
 - Response to Support Deduction Notice
- Subsequent Notices to:
 - Adjust SDN, Suspend SDN or Terminate SDN

Important Information:

- Authorization for service by email must be received by the MEP in writing.
- This authorization remains in effect until the MEP has received and processed written notice of its change or termination. Please allow 10 business days to process the change or termination of this authorization.
- Unless you provide written notification otherwise, documents such as Requests for Information will also be forwarded to the email address provided.

Please sign and date below

I am an authorized representative of the income source noted above and am authorizing the service and delivery of SDN documents by email. I understand that upon signing this authorization that delivery of any SDN documents by email will be considered legal service and accept the requirements to manage the documents and instructions provided as required.

Date _____

Signature _____

Please provide the name, contact telephone number and position of the signee _____

Sign, date and send the completed form by email, fax or regular mail to addresses or number shown above.