

How to Set Up Pre-Authorized Direct Deposits

As a recipient, you are now required to receive your payments by direct deposit:

- It is the quickest way to receive a payment.
- It is the most secure way of sending a payment as funds go directly into your bank account.
- It eliminates stale dated or lost cheques.

This is how it works:

- If you are a recipient receiving support, complete the attached “Direct Deposit Form”, date and sign it.
- The Maintenance Enforcement Office (MEO) needs a personalized cheque marked “VOID” if the funds will be deposited into a chequing account. If the funds will not be deposited into a chequing account, or you do not have a cheque, take the form to your bank and have them authorize it for you.
- Mail or bring the completed form with the voided cheque or bank authorization to the MEO.
- Once the MEO receives your form, you will receive details on how this service will affect you and your payment. You will be told the date, month and year of when the direct deposit activation will occur.
- You must inform the MEO, in writing, of any changes to the information provided on your form.
- Completed forms must be mailed or brought to the address below:

Ministry of Justice and Attorney General
Saskatchewan Maintenance Enforcement Office
100-3085 Albert Street
Regina, SK S4S 0B1
Phone: 306-787-8961
Toll-free: 1-866-229-9712
Fax: 306-787-1420
Email: meoinquiry@gov.sk.ca

Frequently asked questions and answers:

Q. What if I have more than one case?

A. If you are receiving payments from more than one payor, all your payments must be direct deposited into your bank account. Payments from all payors will be deposited into the same bank account.

Q. Who do I call if I have a problem with the Direct Deposit?

A. Our Client Service Representatives are here to help. You can call them at 306-787-1856, 306-787-1857 or toll-free at 1-866-247-7838.

June 2023

Maintenance Enforcement Office Direct Deposit Form

Your direct deposit advice, as specified below, will be directed to your bank branch, and the amount will be deposited into your bank account.

Name: _____ / _____ / _____
Last First Middle

Address: _____ / _____ / _____ / _____ / _____
Street City/Town Prov. Country Postal Code

Home Phone (+ area code) / _____ / _____ / _____ Birthdate: _____ / _____ / _____
Cell Phone Email Address DD MM Year

_____ / _____ / _____
SK Health Card Number Social Insurance Number Maintenance Enforcement Account Number(s)

Note: any changes to the above information must be reported, in writing, to the Maintenance Enforcement Office.

I certify the above information is correct and I authorize direct deposit to the account designated below.

_____ / _____
Client Signature Date

Bank Account Information

Chequing Account (Attach a current blank cheque marked "VOID" to this form) **OR**

Other Account Type (Have this section completed by an authorized official at your bank to ensure banking information is correct).

_____ / _____ / _____
Institution Branch Account Number

Signature of Authorized Bank Official

Bank Stamp

For Maintenance Enforcement Office Use Only:

Program Support Update: _____ SAP Recipient: _____

CSR Entry/Update: _____ Start Date: _____

Supervisor Authorization: _____