

## FAMILY MAINTENANCE ENFORCEMENT PROGRAM

### INSTRUCTIONS – LIST OF PAYMENTS FORM

#### PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN

To calculate how much, if any, money is owing to you, please list all money you have received for maintenance payments. This will let us calculate what maintenance is owed at the time your order or agreement is enrolled with the Program.

1. Payments received need to be recorded on the List of Payments Form and the Declaration section signed by you. We cannot accept payment information in a separate document.

If you need additional List of Payments Forms – the forms are available on our website [www.fmep.gov.bc.ca](http://www.fmep.gov.bc.ca) or call us and they can be mailed to you.

2. Begin with the first date a payment was made **OR** the first date a payment was made **after** any maintenance arrears were set by the court.

If you received your maintenance regularly, write the amount received for a whole year, if all payments were made in that year.

3. If you don't know the exact date a payment was made, put in the month and year.
4. **Include only maintenance payments**, not gifts or other goods, unless the items were accepted by you instead of maintenance. If so, put the value you accepted, and include a note in box # 3 on the Payment History Form.

5. Please be neat and accurate when recording your payments and refrain from writing comments on the List of Payments Form as **a copy will be sent to the payor** for review, and it may be used in any enforcement action we may take.

Comments about payments can be made on the Payment History Form or attach a separate letter.

6. When you have completed the List of Payments Form, please sign the Declaration on the back of the form.
7. Using the information you provide we will calculate the arrears owing. We will send you a copy of our calculation along with a copy of your List of Payments Form.
8. If either you or the payor provide information at a later date, we may amend or add payments to the bottom section of the Declaration.
9. If you have questions about how to fill out the forms, call us:

In Greater Victoria: (250) 220-4040  
Other places in BC: 1-800-663-3455

A COPY OF THIS FORM WILL BE PROVIDED TO THE PAYOR

**FAMILY MAINTENANCE ENFORCEMENT PROGRAM**

**LIST OF PAYMENTS FORM**

This List of Payments is prepared by the Recipient.

<b>RECIPIENT</b>		
LAST NAME (CURRENTLY USED)	FIRST NAME	MIDDLE NAME
<b>PAYOR</b>		
LAST NAME (CURRENTLY USED)	FIRST NAME	MIDDLE NAME

DATE PAID	AMOUNT PAID	DATE PAID	AMOUNT PAID	DATE PAID	AMOUNT PAID

- No payments have ever been made.
- No payments are currently owing.
- No payments are owing prior to \_\_\_\_\_.
- Payments are owing but I do not wish to claim them for the following time period:  
from \_\_\_\_\_ to: \_\_\_\_\_

**PLEASE SIGN THE DECLARATION ON THE BACK (NEXT PAGE)**

**A COPY OF THIS FORM WILL BE PROVIDED TO THE PAYOR**

**FAMILY MAINTENANCE ENFORCEMENT PROGRAM**

**LIST OF PAYMENTS DECLARATION**

1. I am the Recipient entitled to receive maintenance payments under a court order(s) or separation agreement.
2. This Form shows all payments I have received from the Payor since the order or agreement was made **or** since the date maintenance arrears were set by a court.
3. I understand the List of Payments will be provided to the Payor, and will be used in any enforcement or court action taken by the Family Maintenance Enforcement Program (FMEP).
4. I understand if this information is not accurate, enforcement of my maintenance order or agreement may be delayed, or refused.

\_\_\_\_\_  
(YOUR SIGNATURE)

\_\_\_\_\_  
(DATE SIGNED)

\_\_\_\_\_  
(PRINT YOUR NAME)

**FOR OFFICE USE ONLY**

**Additional payments or amendments to List of Payments by FMEP**

DATE PAID	AMOUNT PAID	COMMENTS	CHANGE MADE BY	DATE

**PLEASE SIGN THE DECLARATION**

The information on this form is collected pursuant to the *Family Maintenance Enforcement Act* for the purpose of monitoring and enforcing your maintenance order or agreement. To obtain information about privacy protection, go to the FMEP at website.