

**BC FAMILY MAINTENANCE AGENCY
Special or Extraordinary Expenses Form**

Case ID: _____

Recipient Name: _____

Payor Name: _____

Please see reverse side for information about how to complete this form - Please print -

Date of Expense	Brief Description of Expense	Name of Child	Total Amount of Expense	% to be paid (Payor's Share)	Amount Owing (Payor's portion)
			\$	%	\$

Total Amount of Expenses Owed by Payor \$

SIGNATURE

By checking the box below you confirm that you are the recipient named above on this form and the information provided on the form is true.

I declare I am the recipient and the information provided is true.

Name: _____ Date: _____

Please attach a copy of your receipts.

A copy of this completed form will be sent to the payor. If the payor questions an expense, we will provide him or her with a copy of the receipt. If you have any concerns about this, please let us know.

The Information on this form is collected pursuant to the *Family Maintenance Enforcement Act* for the purpose of managing your support order or agreement. To obtain information about privacy protection, go to the BCFMA website.

BC FAMILY MAINTENANCE AGENCY
Special or Extraordinary Expenses Form
Information for Recipients

Completing the Expenses Form

- You must have a support order or agreement stating the payor is required to pay all or a share of certain expenses.
- BCFMA must have confirmed that the expense(s) is collectible by the Agency. Please do not send in receipts or use this Expenses Form unless you have already received that confirmation from us.
- The copies of receipts provided and the amounts entered on the Expenses Form must be specifically related to the expense stated in your support order or agreement.
For example – the payor is to pay 'hockey expenses', acceptable receipts would be for hockey registration or hockey equipment. Not acceptable are gas receipts for driving child back and forth to practice, or tournaments or receipts for meals or accommodation. The receipt must reference the expense.
- On the Expenses Form enter the details of each expense, including date, description, name of child, total amount of the expense and the portion owing by the payor. You will need to calculate the total amount owing by the payor.
- You must provide legible copies of all receipts for the amounts indicated on the Expenses Form. Please do not send the original receipts, as you should retain those for your own records.
- Receipts must include:
 - who the funds were paid to
 - date paid and amount paid
 - reference the activity or item(s)
 - if appropriate, who the funds were paid by
- Where an expense is subject to reimbursement from an insurance plan, ensure that:
 - you and/or the payor have submitted the expense(s) to appropriate insurance plans for reimbursement.
 - the amount entered on the Form is the remaining amount owing to you after the reimbursement process.
- Send the completed Expenses Form by signing into your web account and sending us a message attaching the form and your receipts. You can also mail in the completed Expenses Form with copies of your receipts to our office.

Timeframe for sending copies of receipts

- Copies of receipts must be submitted no later than the end of the month following the month when the expense was incurred.

Example: if the expense is incurred February 12, the receipt must be sent to BCFMA no later than March 31.

- BCMFA may decline to enforce receipts older than 3-months.

Processing your Expenses Form:

- When BCFMA receives the completed Expenses Form and a copy of the receipts the amounts will be added to your case within 10 days of receiving your information. We will contact you if any of the expenses cannot be collected by the Agency. Otherwise, sign into your web account to see the expense amounts entered and added to your case.

Notifying payor of the expenses:

- The payor will be sent a copy of the completed Special or Extraordinary Expenses Form. If the payor questions an expense, we will provide them with a copy of the receipt. **If you have concerns about sharing any information on the receipts with the payor it's your responsibility to let us know.**