Deductions from Earnings Attachment payments schedule

**To: Local Authority** **From Employer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chesterfield Borough Council | | |  |  | |
| Customer Service Centre | | |  |  | |
| PO Box 100 | | |  |  | |
| 85 New Square | | |  |  | |
| Chesterfield S40 1SN | | |  |  | |
| **Item** | **Amount** | **Employee Surname followed by Forename** | | | **Staff / Reference Number** | | | **Our Reference – (Employee National Insurance Number)** |
| 1 | £ : |  | | |  | | |  |
| 2 | £ : |  | | |  | | |  |
| 3 | £ : |  | | |  | | |  |
| 4 | £ : |  | | |  | | |  |
| 5 | £ : |  | | |  | | |  |
| 6 | £ : |  | | |  | | |  |
| 7 | £ : |  | | |  | | |  |
| 8 | £ : |  | | |  | | |  |
| 9 | £ : |  | | |  | | |  |
| 10 | £ : |  | | |  | | |  |
| **Non deduction** | |  | | | Reason: | |  | |
| **Non deduction** | |  | | | Reason: | |  | |
| **Non deduction** | |  | | | Reason: | |  | |
| **Non deduction** | |  | | | Reason: | |  | |

**To be completed by Employer**

Amount of payment £

Cheque Number if applicable:

Paid by BACs (Tick if applicable) Yes/No

Name:

Phone Number:

Date:

This schedule must be returned to us at the address below, this is also the address if you are paying by cheque.

Chesterfield Borough Council

Customer Service Centre

PO Box 100

85 New Square

Chesterfield

S40 1SN

If you are paying by **Cheque** ensure it is payable to **Chesterfield Borough Council**

If you are paying by **Automated Credit Transfer (BACS Payment)** complete the transaction using the bank details below:

Sort Code: 30-00-02

Account Number: 02055134

Reference: If the payment is for a single employee the reference is the employee’s invoice number **but** if the payment is for more than one employee, please use the reference **DEA**

**Important**

The amount of the Cheque or Automated Credit Transfer payment must be the same total as the amount of the deductions shown on the Direct Earnings Attachment payments schedule overleaf.

Do not send cash through the post. Do not use this schedule to recover or deduct any previous overpayments.