



Deductions from Earnings Attachment payments schedule

To: Dacorum Borough Council – Customer Accounts

The Forum
Hemel Hempstead
HP1 1HH

From: Employer

Information about employees who have had DEA deductions made from their earnings

Item	Amount Deducted	Employees Name	Staff / Reference Number	NI Number	LA Reference Number
1	£ :				
2	£ :				
3	£ :				
4	£ :				
5	£ :				
If a deduction cannot be made, please state why					

The total payment covered by this sheet	£	Cheque Number	
Who completed this sheet		Payment method (delete as applicable)	BACS / Cheque
Contact phone number		Date sheet completed	

This schedule must be complete whenever you send a payment for one or multiple employees, pay by cheque or BACS (automated Credit Transfer). If you prefer, you can e-mail an electronic copy to us at customer.accounts@dacorum.gov.uk and the payment can follow. Please include 'DEA notice' in the subject of your e-mail.

How to Pay

The schedule must be completed when:

- You send a payment for one or multiple employees
- You pay by Cheque or Automated Credit Transfer (BACS).

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

Dacorum Borough Council
Customer Accounts
The Forum
Hemel Hempstead
HP1 1DN

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

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

Dacorum Borough Council bank account details

Sort Code: **60-10-33**

Account Number: **12441945**

Reference: If the payment is for a single employee the reference is the employee's National Insurance 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.