

## Dudley Metropolitan Borough Council - Direct Earnings Attachment Payments Schedule

<b>To: Dudley Metropolitan Borough Council</b>	<b>From Employer (name and address)</b>
Housing Benefit Overpayments Council House Priory Street, Dudley, West Midlands DY1 1HG	

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

Item	Amount deducted	Employees Name	Staff / Reference Number	National Insurance Number	LA Reference (7 digits starting with 8 and prefixed with 24) e.g. 248123456
1	£				
2	£				
3	£				
4	£				
5	£				
<b>If a deduction cannot be made, please state why.</b>					

### Information about the employer and the payment

<b>The total payment covered by this sheet</b>	£		
<b>Who completed this sheet</b>		<b>Payment method</b>	
<b>Contact phone number</b>		<b>Date sheet completed</b>	

This schedule must be completed whenever you send a payment to us by BACS (Automated Credit Transfer). You can e-mail an electronic copy to us at [CashOffice.Finance@dudley.gov.uk](mailto:CashOffice.Finance@dudley.gov.uk) and the payment can follow. Please include 'DEA notice' in the subject of your e-mail.

## How to Pay

The schedule overleaf must be completed when:

- you send a payment for one or multiple employees using Automated Credit Transfer (BACS).

This schedule must be returned to:

Revenues Exchequer Team, Dudley MBC, Council House, Priory Street, Dudley, West Midlands, DY1 1HF, or e-mail a copy to us at [CashOffice.Finance@dudley.gov.uk](mailto:CashOffice.Finance@dudley.gov.uk). Please include "DEA notice" in the subject of your email.

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

### Local Authority bank account details

Account Name	Dudley MBC
Bank	HSBC, High Street, Dudley
Sort Code:	40 19 28
Account Number:	20950688

Reference: If the payment is for a single employee the reference is the employee's LA Reference Number **but** if the payment is for more than one employee, please use the reference **DEA**

### Important

The amount of the 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.