

Dudley Metropolitan Borough Council - Council Tax Attachment of Earnings Payments Schedule

To: Dudley Metropolitan Borough Council	From Employer (name and address)
Council Tax Recovery P.O Box 3, Council House Priory Street, Dudley, West Midlands DY1 1HG	

Information about employees who have had Council Tax deductions made from their earnings

Item	Amount deducted	Employee Name	Staff / Reference Number	National Insurance Number	Account Reference (8 digits starting with a 5 or 6 and prefixed with 09) <i>e.g. 0912345678</i>	Liability Order ID (As shown on attachment of earnings notice)
1	£				09	
2	£				09	
3	£				09	
4	£				09	
5	£				09	
6	£				09	
7	£				09	
8	£				09	
9	£				09	
10	£				09	
If a deduction cannot be made, please state why.						

Information about the employer and the payment

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

Making payment following an Attachment of Earnings Order

The following shows all methods of payment which are available. In all cases please make sure you have the relevant details available such as your bank information and the Council Tax account reference for the payment you are making.

Payments Via BACS

Payments can be made by BACS made using the details below:

- **Account Name:** Dudley Metropolitan Borough
- **Bank:** HSBC, High Street, Dudley
- **Sort Code:** 40-19-28
- **Account Number:** 20950688

If using this payment method you will be required to quote your employees Council Tax account reference, (8 digit number starting with 5 or 6 as shown on the attachment of earnings order), prefixed with 09 (e.g. – 0951234567)

The payment schedule (overleaf) should be completed for all payments made via BACS and sent either electronically to: cashoffice.finance@dudley.gov.uk or by mail to: Dudley MBC, P.O. Box 3, Dudley, DY1 1HG

By Telephone with a debit or credit card (24 Hours A Day):

Use our Automated **CallPay** facility on **0300 555 7000** when a payment is due. Employers should have the council tax account reference number as shown on the **attachment of earnings notice** and debit or credit card ready when calling.

Via The Internet

You can use a Debit or Credit card to make payments via the Councils online payments system by following the link below:

www.dudley.gov.uk/payments/

In Person

Dudley Council Plus, Castle Street, Dudley

1 minute's walk from Dudley market and bus station.

(Opening times 8.30am -5.00pm weekdays, 9.00am - 12.00pm Saturdays).