

### Deductions from Earnings Attachment payments schedule

**To: Bracknell Forest Council**

**From: Employer**



Item	Amount	Employee Surname followed by Forename	Staff / Reference Number	Our Reference – (LA Invoice Number)
1	£ :			
2	£ :			
3	£ :			
4	£ :			
5	£ :			
6	£ :			
7	£ :			
8	£ :			
9	£ :			
10	£ :			
Non deduction			Reason:	
Non deduction			Reason:	
Non deduction			Reason:	
Non deduction			Reason:	

<b>To be completed by Employer</b>	
£ <input type="text"/>	Cheque No: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Name	Paid By <input type="text"/>

**For LA use only**

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Direct Earnings Attachment Payments Schedule

The schedule overleaf must be completed when:

- When making a single consolidated BACS payment in respect of more than one employee
- When making any Cheque payment
- When a £0.00 DEA deduction is due for an employee

This schedule must be returned to us at the address below, this is also the address if you are paying by cheque. **Do not** include or send any correspondence to this address.

Bracknell Forest Council, Time Square, Market Street, Bracknell, Berkshire, RG12 1JD

If you are paying by **Cheque** ensure it is payable to **Bracknell Forest Council**.

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

### Local Authority bank account details

Bank Name: **Bracknell Forest BC – Direct A/C**

Sort Code: **30-91-11**

Account Number: **01893341**

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