

Deduction from Earnings Order payments schedule

To: Child Support Agency

From: (Employer)

Sheet no. of

|  |
|--|
|  |
|  |
|  |

|  |
|--|
|  |
|  |
|  |

| Item | Amount<br>£ p | Liable person's<br>name | National Insurance<br>number | Child Support Agency<br>reference number |
|------|---------------|-------------------------|------------------------------|--|
| 1    | :             |                         |                              |  |
| 2    | :             |                         |                              |  |
| 3    | :             |                         |                              |  |
| 4    | :             |                         |                              |  |
| 5    | :             |                         |                              |  |
| 6    | :             |                         |                              |  |
| 7    | :             |                         |                              |  |
| 8    | :             |                         |                              |  |
| 9    | :             |                         |                              |  |
| 0    | :             |                         |                              |  |

To be completed by employer

|                        |   |                                   |                      |
|------------------------|---|-----------------------------------|----------------------|
| £ <input type="text"/> | This sheet total                                | Cheque number<br>(if appropriate) | <input type="text"/> |
| £ <input type="text"/> | Brought forward from<br>previous sheet          | Name                              | <input type="text"/> |
|                        |   | Date                              | <input type="text"/> |
| £ <input type="text"/> | Final total or carried<br>forward to next sheet | Phone number                      | <input type="text"/> |

For Child Support Agency use only

Completed by

Batch number

Batch date

Checked by

## Deduction from Earnings Order payments schedule (continued)

Help and information

If you are sending a payment for one or more liable persons, you should complete the schedule overleaf.

### *If sending the payment by cheque*

Return this form together with the cheque (made payable to Child Support Agency) to the Child Support Agency Centre who sent you the deduction from earnings order. If you are making payments to more than one Child Support Agency Centre, contact one of the Centres to arrange to send all payments to them.

### *If paying by Automated Credit Transfer*

Send the completed form to:

Client Funds Account Team  
Child Support Agency  
Room BP6102 Alnwick House  
Benton Park View  
Longbenton  
Newcastle upon Tyne  
NE98 1YX

Child Support Agency bank account details

Account name        CSA Client Funds Account

Bank sort code     40-34-18

Account number    41775448

Important

The amount of the cheque or Automated Credit Transfer payment must be the same as the total amount of the deductions shown on the deduction from earnings order payments schedule.

Do not use this schedule to recover or deduct previous overpayments. If an overpayment has happened, you should contact the Client Fund Account Team at the address shown above.

