

What is my role
in helping my
employees pay
child maintenance?

child support agency



Deduction from Earnings Order payments schedule

To: Child Support Agency

From: (Employer)

Sheet no. of

Item	Amount £ p	Liabe person's name	National Insurance number	Child Support Agency 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 (if appropriate)	<input type="text"/>
£ <input type="text"/>	Brought forward from previous sheet	Name	<input type="text"/>
		Date	<input type="text"/>
£ <input type="text"/>	Final total or carried 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:

Banking and Payment Assignment 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 Banking and Payment Assignment Team at the address shown above.

CSA leaflets are also available in other languages, in large print, in Braille and on audio cassette.

You can get any of these leaflets:

- by phone on **0845 713 6010** (the line is open from 8am to 6pm, Monday to Friday)
- by textphone on **0845 713 8924**
- by e-mailing **employer.helpline@csa.gsi.gov.uk**, or
- from our website at **www.csa.gov.uk**.

Where textphone numbers are provided, these are for people who find it hard to speak or hear clearly. If you do not have a textphone, some libraries or citizens advice bureaus may have one. Textphones do not receive text messages from mobile phones.

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