

FAREHAM

BOROUGH COUNCIL

Direct Earnings Attachment Payments Schedule

To: Fareham Borough Council	From Employer:
Housing Benefit Recovery Civic Offices, Civic Way Fareham PO16 7AZ	

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

Item	Amount Deducted	Employee's Name	Staff/Reference number	National Insurance Number	LA Reference Number
1	£				
2	£				
3	£				
4	£				
5	£				
If a deduction cannot be made, please state why					

Information about the employer and the payment

The total payment covered by this sheet	£	Cheque number	
Who completed this sheet		Payment method (delete as applicable)	BACS/Cheque
Contact phone number		Date sheet completed	

This schedule must be completed whenever you send a payment for one or multiple employees, pay by cheque or BACS (Automated Credit Transfer). If you prefer, you can email an electronic copy to us at benefits@fareham.gov.uk and the payment can follow. Please include "DEA Notice" in the subject of your email