

Cardiff Council Direct Earnings Attachment Payments Schedule



To: Cardiff Council	From Employer
Debt Enforcement Team PO BOX 6000 Cardiff CF11 0WZ	

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

Item	Amount	Employees 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 e-mail an electronic copy to us at debtenforcement@cardiff.gov.uk and the payment can follow.

Please include 'DEA notice' in the subject of your e-mail.