

## Wirral Borough Councils - Direct Earnings Attachment Payments Schedule

<b>To: Wirral Borough Council</b>	<b>From Employer</b>
HB Overpayments Debt Recovery Team PO BOX 2 Birkenhead Merseyside CH41 6BU	

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

Item	Amount deducted	Employees Name	Staff / Reference Number	National Insurance Number	LA Reference Number
1	£				
2	£				
3	£				
4	£				
5	£				
<b>If a deduction cannot be made, please state why.</b>					

### Information about the employer and the payment

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

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 [hboverpayments@wirral.gov.uk](mailto:hboverpayments@wirral.gov.uk) and the payment can follow. Please include 'DEA notice' in the subject of your e-mail.