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| --- | --- |
| **Cyngor Sir CEREDIGION County Council** |  |

**Direct Earnings Attachment - Payment Schedule**

|  |  |
| --- | --- |
| To: Ceredigion County Council | From Employer: |
| HB Overpayment Section (D&C)  Canolfan Rheidol  Rhodfa Padarn  Aberystwyth  Ceredigion  SY23 3UE |  |

Please provide details of employees who have had Direct Earnings Attachment deductions made from their earnings:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Amount** | **Employees Full Name** | **Staff / Reference Number** | **NINO** | **CCC Reference Number** |
| **1** | £ |  |  |  |  |
| **2** | £ |  |  |  |  |
| **3** | £ |  |  |  |  |
| **4** | £ |  |  |  |  |
| **5** | £ |  |  |  |  |
| **If a deduction cannot be made, please provide employee details and state reasons why.** | | |  | | |

Employer and payment details:

|  |  |  |  |
| --- | --- | --- | --- |
| Total payment covered by this sheet: | £ | Date of BACS Payment: |  |
| Name of person completing this sheet: |  | | |
| Contact phone number: |  | Date sheet completed: |  |

This schedule **must** be completed whenever you send a payment for one or multiple employees. Please see reverse for details on how to pay.

**How to Pay**

**BACS payment details:**

|  |  |
| --- | --- |
| **Bank Name** | Barclays Bank, 26 Terrace Road, Aberystwyth, Ceredigion, SY23 2AE |
| **Ceredigion County Council’s account name** | Cyngor Sir Ceredigion County Council Income Account |
| **Ceredigion County Council’s account number** | 53775372 |
| **Ceredigion County Council’s sort code** | 20-18-74 |
| **Reference to quote** | IM-DEA |

**Important**

The amount of the Automated Credit Transfer (BACS) payment must be the same **total** as the amount of the deductions shown on the Direct Earnings Attachment payments schedule overleaf.