# Canterbury City Council - Direct Earnings Attachment Payments Schedule

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| --- | --- |
| **To: Canterbury City Council** | **From Employer** |
| **Council Offices****Military Road****Canterbury****CT1 1YW** |  |

**Information about employees who have had Direct Earnings Attachment deductions made from their earnings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Amount Deducted** | **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)** |  |
| **Contact phone number** |  | **Date 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** **remittance@canterbury.gov.uk** **and the payment can follow. Please include 'DEA notice' in the subject of your email**