



**Stockton Borough Council - Direct Earnings Attachment Payments Schedule**

<b>To: Stockton Borough Council</b>		<b>From Employer</b>
If paying by BACS:	If paying by cheque:	
Xentrall Shared Services PO Box 877 Stockton-on-Tees TS19 1JA	Stockton-on-Tees Borough Council, PO Box 500, Stockton-on-Tees TS18 1WA	

**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	LA Invoice 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 (Please indicate which)	BACS / Cheque
Contact phone number		Date completed	

**Please note BACS (Automated Credit Transfer) is our preferred method of payment** This schedule must be completed whenever you send a payment for one or multiple employees by BACS and multiple employees when you send a payment by cheque (please ensure the schedule is attached to the cheque. If paying by BACS, you can if you prefer email an electronic copy to us at: [banking.income@xentrall.org.uk](mailto:banking.income@xentrall.org.uk) and the payment can follow. Please include 'DEA notice' in the subject of your email.

## Direct Earnings Attachment (DEA)

The schedule overleaf must be completed:

- when making a single consolidated BACS payment in respect of one or multiple employees and returned to: Xentrall Shared Services, PO Box 877, Stockton-on-Tees TS19 1JA;
- when making any cheque payment in respect of multiple employees and returned to: Stockton-on-Tees Borough Council, PO Box 500, Stockton-on-Tees TS18 1WA (please ensure that the schedule is attached to cheque).

**Do not** include or send any other correspondence to the above addresses.

The schedule must be completed when a nil DEA deduction is due for an employee, in this case please return the schedule to: Recovery Team, Revenues & Benefits Service, PO Box 410, Stockton-on-Tees TS23 2YD

If you are paying by **cheque** ensure that it is payable to Stockton-on-Tees Borough Council and for a single employee it is referenced on the reverse with the employee's **LA Reference Number** (shown on the DEA notice we sent to you). If the cheque is for multiple employees reference the reverse 'DEA'.

If you are paying by **BACS (online banking)** complete the transaction using the bank details below:

### **Stockton Borough Council bank details**

Sort Code: 55.61.00.

Account Number: 07436998

Payee Reference: If the payment is for a single employee the reference must be the employee's **LA Reference Number** (shown on the DEA notice we sent to you). If the payment is for more than one employee, the reference must be **DEA**.

### **Important**

The amount of the cheque or online payment must be the same as the total amount of the deductions shown on the Direct Earnings Attachment payments schedule overleaf.

Do not send cash through the post.