



Child Maintenance Service

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Phone number: 0800 171 2345

Website: www.gov.uk/child-maintenance

Date: 02/03/2022

Your reference number: 123456790

Our reference: 098765

Private and Confidential

Dear Sir or Madam

Please start to take deductions from earnings

The attached deduction from earnings order DEO is being issued to collect child maintenance payments owed by John Doe.

The order is enclosed with this letter.

More information

If you have any further questions, please visit www.gov.uk/child-maintenance-employer or call our dedicated employer helpline on **0800 232 1961**.

Yours sincerely

Client Services Manager
Child Maintenance Service

We are asking for information under child support law

Under child support law it is a criminal offence if anyone required to provide information:

- fails to provide such information when requested to do so, without reasonable excuse, or
- provides information, or knowingly causes or allows information to be provided, that they know to be false

As an employer you must also tell us, in writing, within 10 days of being served with a deduction from earnings order if the person to whom it refers leaves your employment.

If you fail to respond, give us false or misleading information, or deliberately withhold information we can prosecute you and you could be fined up to £1,000.

Call charges

Calls to 0800 numbers are free from landlines and mobiles.