

## Deductions from earnings order

Details of person deductions should be made from:

Client reference number: [SCIN]  
National Insurance number: [NATIONAL INSURANCE NUMBER]  
Employee name: [First Name For PP] [Last Name For PP]  
Home address: [ADDRESS LINE 1 FOR PP]  
[ADDRESS LINE 2 FOR PP]  
[CITY FOR PP]  
[POSTCODE FOR PP]  
Employer: [Employer Name]  
Employer registered address: [Address Line 1 For Employer]  
[Address Line 2 For Employer]  
[City For Employer]  
[POSTCODE FOR EMPLOYER]

Please set up a Deduction from Earnings Order for your employee to take money from their next available salary payment.

If this is your first Deduction from Earnings Order for the Child Maintenance Service, we will contact you soon with more information, and to answer any questions you may have.

If you are already collecting Deduction from Earnings Orders for this or any other Child Maintenance Service client, please include this new deduction in your next payment to us.

Payment must reach us no later than the 19th day of the month after you make the deduction.

### How much you should take

The amount to be deducted depends on their pay frequency. You should take the amount shown in the table according to their pay frequency, starting as soon as possible.

Deductions due from	Regular payment amounts			
	Monthly	Weekly	2 Weekly	4 Weekly
[Insert Date]	[Monthly Normal Deduction Rate]	[PP's weekly normal deduction rate]	[PP's 2-weekly normal deduction rate]	[PP's 4-weekly normal deduction rate]

### If there's already an order in place for this employee

From this order replaces any other for [First Name For PP] [Last Name For PP] with [PP NINO]. Until this date you should continue to take the amounts shown on the previous order.

Any further changes will be shown on the new monthly payment schedule. It is important you check the schedule each month to ensure we are deducting the correct amount.

### When to send us payments

You should pay the amounts you deduct as soon as possible after you have deducted them. A payment should reach us no later than the 19th day of the month following the deduction. For example, if you take the money on 30th September, we need it no later than 19th October.

Please allow at least 4 working days for a payment to reach us. If for any reason payments will be late or you are not able to make a deduction, you need to let us know and explain why. You can call us on the number at the top of this letter with your employer reference number and payment details.

If you are deducting less than the amount due, we need to know why. On the monthly payment schedule, please show how much you have deducted and why it is less than we expect. You will find a list of reason codes on each monthly schedule you receive to tell us why the amount is different. If you don't provide the reason we will have to contact you.

### How to make payments

BACS transfer is the easiest and quickest way to send payments. You can also transfer the money using online or telephone banking. Use the details below to make the payments.

BACS field 1	Child Maintenance Service sort code	60-70-80
BACS field 2	Child Maintenance Service account number	10026584
BACS field 3	Account Code (if required)	0
BACS field 4	Transaction Code (if required)	99
BACS field 8	Amount of deduction	Total amount of all deductions
BACS field 10	Your Employer Reference Number ONLY	A 12 digit number starting with 5
BACS field 11	Child Maintenance Service bank acc name	DWP CMG Employers

### Where to send payment schedules

We have a safe and secure website which you can use to do everything you need. If you register for our Self-service website, the monthly schedule will be available for you to complete online and you won't have to send us anything.

The service is totally free of charge, and is available to all employers who are asked to process a DEO by the Child Maintenance Service.

To register simply visit **[childmaintenanceservice.direct.gov.uk/employer](https://childmaintenanceservice.direct.gov.uk/employer)**

As well as completing your monthly schedule, you can login at any time to:

- make a card payment
- view your payment history
- send an enquiry or give us feedback
- update your contact details, and much more

As well as being able to complete the monthly schedule online, you can also upload a report generated by a spreadsheet or any payroll software that you use.

If you do need to return the schedule to us by post, please ensure the payment schedule has been completed in full and return it to us at **Child Maintenance Service 22, Mail Handling Site A, Wolverhampton, WV98 2BW** when you make your payment.

## **Protected earnings**

Your employee has 60% of their net earnings protected from each deduction you make. This means that after you have deducted child maintenance from their net earnings they must have at least 60% left to cover their own living costs.

Where your employee has not received sufficient earnings in any given pay period to enable the full amount of child maintenance to be deducted, i.e. where the amount of maintenance to be deducted exceeds 40% of net earnings, you should always deduct up to 40% of net earnings in these circumstances.

It may be that, over a certain period, your employee doesn't have enough earnings to pay the full amount, for example in the case of sickness. In this case, you must simply carry forward the shortfall and add it to your next payment, but it should not exceed 40%.

## **Complying with this order is a legal requirement**

You, the employer, must apply the provisions of Part 3 of the Child Support (Collection and Enforcement) Regulations 1992 in England, Wales and Scotland; or Part 3 of the Child Support (Collection and Enforcement) Regulations (Northern Ireland) 1992 in Northern Ireland.

Failure to do so could lead to prosecution under section 32(8) of the Child Support Act 1991 in England, Wales and Scotland; or Article 32(8) of the Child Support (Northern Ireland) Order 1991 in Northern Ireland.