

As an employer you are legally required to comply with this Deduction from Earnings Order (DEO).

You will need to set up a Deduction from Earnings Order (DEO) for John Smith.

National Insurance number: AB123456C

Employee name: John Smith

Employee home address:

26 Address street

Address town

Address county

PS0 3CD

Deductions to be paid

Take the amount shown according to John Smith's monthly pay.

Payments must be sent to us straight after the deduction has been made.

Deductions are due from	Monthly deduction amount
08 April 2022	50.00

How to make a payment

You can transfer the money to us by BACS payment, online or telephone banking. Use the details below to make the payments.

BAC field 1	Child Maintenance Service Sort code	60-70-80
BAC field 2	Child Maintenance Service account number	10026568
BAC field 3	Account code (if required)	0
BAC field 4	Transaction code (if required)	99
BAC field 8	Amount of deduction	Individual amount
BAC field 10	Employee National Insurance Number	2 letters, 6 numbers and a letter
BAC field 11	Child Maintenance Service bank account name	Child Maintenance Service

When to contact us

You must contact us if:

- the payment amount is different to what we have requested.
- you need to update your company contact information

Register for an online account at childmaintenanceservice.direct.gov.uk/employers

You can log in at any time to raise a query, make a card payment or tell us about payment changes.