

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 [Paying parent full name].

National Insurance number:

Employee name:

Home Address:

Deductions to be paid

Take the amount shown according to [Paying parent full name]'s pay frequency.

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

Deductions are due from [Employers given date]	Deduction amount
	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 make a card payment or tell us about payment changes.