

SCHEDULES

SCHEDULE 2

DEDUCTION FROM EARNINGS

- 1.—(1) When acting under regulation 11, the Department must prepare a notice requiring an employer of the person from whom the outstanding amount is recoverable (“the liable person”)—
- (a) to make deductions from earnings which are payable to the liable person, and
 - (b) to pay corresponding amounts to the Department for application towards the discharge of the outstanding amount.
- (2) Having prepared a notice under this paragraph, the Department must give the notice to—
- (a) the liable person, and
 - (b) the employer to whom the notice is directed.
- (3) The notice must specify—
- (a) the full name and address of the liable person,
 - (b) the name of the employer,
 - (c) where known, the liable person’s place of work, the nature of that person’s work and any staff number, payroll number or similar identifying number,
 - (d) the liable person’s national insurance number,
 - (e) the deduction or rate of deduction to be made under paragraph 3,
 - (f) the protected earnings proportion,
 - (g) the address to which amounts paid by cheque are to be sent, and
 - (h) details of the account to which amounts paid by direct credit transfer are to be transferred.
- (4) The notice has effect from the next pay-day which falls a minimum of 22 days after the day on which it is given.