

SCHEDULE 2

Regulation 8(2)(a) and (b)(7) and (8)

Forms – Deduction from Income

Form 1

Employee's Payment Instruction to Employer or Third Person
Bankruptcy (Scotland) Act 1985 (as amended)
Section 32E(2)

Employee's instruction to employer or third person

I,	Insert employee/debtor's name
	Address
	Town
	Postcode
	Bankruptcy reference number
	Employee reference number (if applicable)

authorise my employer or third person,

	Insert employer/third person's name
	Address
	Town
	Postcode

to deduct the sum of £(a pound) from my income on each pay day or the day upon which payment is next due to be made to me and pay this amount, as soon as reasonably practicable, to the trustee in my bankruptcy detailed below:

	Insert trustee's name
	Address
	Town
	Postcode

using the following bank details and quoting the relevant bankruptcy reference number,

	Insert name of bank
	Address
	Town
	Postcode
	Sort code
	Account number

Note to employer or third person: It is your duty under section 32E(5) of the Bankruptcy (Scotland) Act 1985 (as amended) to comply with this instruction.

Employee/Debtor's signature _____ Date _____

Draft Legislation: This is a draft item of legislation. This draft has since been made as a Scottish Statutory Instrument: The Bankruptcy (Money Advice and Deduction from Income etc.) (Scotland) Regulations 2014 No. 296

Form 2
Trustee's Payment Instruction to Employer or Third Person
Bankruptcy (Scotland) Act 1985 (as amended)
Section 32E(4)

Trustee's instruction to employer or third person

I,	Insert trustee's name
	Address
	Town
	Postcode

confirm that,

	Insert employee/debtor's name
	Address
	Town
	Postcode
	Bankruptcy reference number
	Employee reference number (if applicable)

has failed to pay his/her required contribution to his/her bankruptcy in accordance with Section 32 of the Bankruptcy (Scotland) Act 1985 (as amended). Therefore I now instruct,

	Insert employer/third person name
	Address
	Town
	Postcode

in accordance with Section 32(4) of the Bankruptcy (Scotland) Act 1985 (as amended), to deduct the sum of £(amount) from the income of the above noted employee on each pay day or the debtor on the day on which next payment is due to be made to them. Deductions should be paid in the following account and quote the relevant bankruptcy reference number:

	Insert name of bank
	Address
	Town
	Postcode
	Sort code
	Account number

Note to employer or third person: It is your duty under Section 32E(5) of the Bankruptcy (Scotland) Act 1985 (as amended) to comply with this instruction.

Trustee's signature _____ Date _____

Form 3
Payment Variation Instruction to Employer or Third Person
Bankruptcy (Scotland) Act 1985 (as amended)
Section 32E - variation

Instruction to employer or third person due to make payments

I,	Insert employee/debtor's name
	Address
	Town
	Postcode
	Bankruptcy Reference number
	Employee Reference number (if applicable)

authorise my employer or third person due to make payments to me,

	Insert employer/third person's name
	Address
	Town
	Postcode

to vary the sum of £(amount) currently being deducted from my income to £(amount) with effect from my next pay day or the day upon which payment is next due to be made to me, and for the new amount to be paid, as soon as reasonable practicable after each pay day thereafter, to my trustee,

	Insert trustee's name
	Address
	Town
	Postcode

using the following bank details and quoting the relevant bankruptcy reference number,

	Insert name of bank
	Address
	Town
	Postcode
	Sort code
	Account number

Note to employer or third person: It remains your duty under section 32E(5) of the Bankruptcy (Scotland) Act 1985 (as amended) to comply with this instruction.

Employee/Debtor's signature _____ Date _____