

SCHEDULE 2

DEDUCTION FROM EARNINGS

Notice

1.—(1) When acting under regulation 12, 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.