

SCHEDULE 2

DEDUCTION FROM EARNINGS

Notification to liable person

- 5.—(1) The employer must notify the liable person in writing of—
- (a) the amount of a deduction under paragraph 3 or 4(1) to (3), and
 - (b) if a deduction is made under paragraph 4(5), the amount of that deduction.
- (2) A notification under this paragraph must be given no later than the pay-day on which the deduction is made or, where that is impracticable, no later than the following pay-day.
- (3) The employer must, within 28 days of receiving a written request from the liable person, provide the person with an explanation in writing of how the amount of a deduction under paragraph 3 was calculated.