

SCHEDULE 1

ARRANGEMENT OF FORMS

Regulation 33(1)

The Debt Arrangement Scheme (Scotland) Regulations 2004

FORM 6 PAYMENT INSTRUCTION TO EMPLOYER

1	Date of Instruction <i>(Dd/mm/yyyy)</i>	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td></tr></table>										
2	Unique CMS Identifier	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td></tr></table>										
3	Payment amount	£ <table border="1" style="border-collapse: collapse;"><tr><td style="width: 150px; height: 20px;"></td></tr></table>										
4	Employee/debtor details											
	Surname	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 350px; height: 25px;"></td></tr></table>										
	First Name	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 350px; height: 25px;"></td></tr></table>										
	Other Names	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 350px; height: 25px;"></td></tr></table>										
	Pay reference <i>(If known)</i>	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 350px; height: 25px;"></td></tr></table>										
	National Insurance No	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td></tr></table>										
	Home Address	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 350px; height: 25px;"></td></tr><tr><td style="width: 350px; height: 25px;"></td></tr><tr><td style="width: 350px; height: 25px;"></td></tr><tr><td style="width: 350px; height: 25px;"></td></tr></table>										
5	Employer details											
	Name of company or firm <i>(and/or if appropriate)</i>	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 350px; height: 25px;"></td></tr></table>										

**Draft Legislation:** This is a draft item of legislation. This draft has since been made as a Scottish Statutory Instrument: The Debt Arrangement Scheme (Scotland) Regulations 2004 No. 468

Surname	<input type="text"/>
First Name	<input type="text"/>
Business address	<input type="text"/>
Daytime Telephone No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6 Money Adviser	
Surname	<input type="text"/>
First Name(s)	<input type="text"/>
Organisation name and business address	<input type="text"/> <input type="text"/>
7 Payment Distributor	
Name	<input type="text"/>
Business address	<input type="text"/>

The employee/debtor specified in section 4 instructs you to deduct the sum specified in section 3 from the net earnings of the employee/debtor from the next payday and at each payday thereafter, and pay it as soon as reasonably practicable to the payment distributor specified in section 7, quoting the Unique Reference Number on this mandate.

Deductions should be made until the total sum of £(insert amount) has been paid, or until notice of recall of this instruction if earlier.

It is your duty under section 6 of the Debt Arrangement and Attachment (Scotland) Act 2002 to comply with this instruction. You are entitled, by virtue of regulation 33 of the Debt Arrangement Scheme (Scotland) Regulations 2004 to charge a fee equivalent to the fee chargeable under section 71 of the Debtors (Scotland) Act 1987.

Signature, or name of person giving this notice

Date