|  |  |  |  |
| --- | --- | --- | --- |
| **Deductions from Earnings Attachment  Payment Schedule**  Please use this schedule when making a payment for more than one employee. | |  |  |
| **To** | Reading Borough Council | |  |
| **Employer name & address** |  | |
| **Contact name** |  | |
| **Date payment was made** |  | |
| **Total amount paid** | £ | |
| **Method of payment** |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Amount** | **Employee surname, first name** | **Employee number** | **Invoice number** | **Reason for nil deduction** |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
|  | £ |  |  |  |  |
| **Total** | **£** |  |  | | |

Online payments should be made here: [Housing Benefit overpayments - Reading Borough Council (civicaepay.co.uk)](https://www.civicaepay.co.uk/ReadingEstore/estore/default/Catalog/index?)

Please return the completed DEA payment schedule to [benefits@reading.gov.uk](mailto:benefits@reading.gov.uk)