



Child Maintenance
Service

REGISTERED SCHEME ADMINISTRATORS LIMITED
UNIT 12, VENTURE WALES
MERTHYR TYDFIL INDUSTRIAL PARK
PENTREBACH
MERTHYR TYDFIL
CF48 4DR

Child Maintenance Service Team

Phone number: 0800 171 2345

Website: www.gov.uk/child-maintenance-employer

Date: 10 August 2020

Your reference number: 501012000274

Our reference: 27230978

Dear Sir/Madam

Please start to take deductions from earnings

The attached deduction from earnings order (DEO) is being issued to collect child maintenance payments owed by John Trewenneck.

The order is enclosed with this letter.

More information

If you have any further questions, please visit www.gov.uk/child-maintenance-employer or call our dedicated employer helpline on 0800 232 1961.

Yours faithfully

Client Services Manager Child Maintenance Service

We are asking for information under child support law

Under child support law it is a criminal offence if anyone required to provide information:

- fails to provide such information when requested to do so, without reasonable excuse, or
- provides information, or knowingly causes or allows information to be provided, that they know to be false.

As an employer you must also tell us, in writing, within 10 days of being served with a deduction from earnings order if the person to whom it refers leaves your employment.

If you fail to respond, give us false or misleading information, or deliberately withhold information we can prosecute you and you could be fined up to £1,000.

Deductions from earnings order

Details of person deductions should be made from:

Client Reference Number : 121018493979
National Insurance number: NA912907D
Employee name: John Trewenneck
Home address: 52 WASDALE CL
KENDAL
CUMBRIA
LA9 7JQ
Employer: REGISTERED SCHEME ADMINISTRATORS LIMITED
Employer registered address: UNIT 12, VENTURE WALES
MERTHYR TYDFIL INDUSTRIAL PARK
MERTHYR TYDFIL
CF48 4DR

Please set up a Deduction from Earnings Order for your employee to take money from their next available salary payment.

If this is your first Deduction from Earnings Order for the Child Maintenance Service, we will contact you soon with more information, and to answer any questions you may have.

If you are already collecting Deduction from Earnings Orders for this or any other Child Maintenance Service client, please include this new deduction in your next payment to us.

Payment must reach us no later than the 19th day of the month after you make the deduction.

How much you should take

The amount to be deducted depends on their pay frequency. You should take the amount shown in the table according to their pay frequency, starting as soon as possible.

Deductions due from	Regular payment amounts			
	Monthly	Weekly	2 Weekly	4 Weekly
10 August 2020	100.00	23.08	46.15	92.31

If there's already an order in place for this employee

From 10 August 2020 this order replaces any other for John Trewenneck with NA912907D.

Until this date you should continue to take the amounts shown on the previous order.

Any further changes will be shown on the new monthly payment schedule. It is important you check the schedule each month to ensure we are deducting the correct amount.

When to send us payments

You should pay the amounts you deduct as soon as possible after you have deducted them. A payment should reach us no later than the 19th day of the month following the deduction. For example, if you take the money on 30th September, we need it no later than 19th October.

Your employee has 60% of their net earnings protected from each deduction you make. This means that after you have deducted child maintenance from their net earnings they must have at least 60% left to cover their own living costs.

Where your employee has not received sufficient earnings in any given pay period to enable the full amount of child maintenance to be deducted, i.e. where the amount of maintenance to be deducted exceeds 40% of net earnings, you should always deduct up to 40% of net earnings in these circumstances.

It may be that, over a certain period, your employee doesn't have enough earnings to pay the full amount, for example in the case of sickness. In this case, you must simply carry forward the shortfall and add it to your next payment, but it should not exceed 40%.

Complying with this order is a legal requirement

You, the employer, must apply the provisions of Part 3 of the Child Support (Collection and Enforcement) Regulations 1992 in England, Wales and Scotland; or Part 3 of the Child Support (Collection and Enforcement) Regulations (Northern Ireland) 1992 in Northern Ireland.

Failure to do so could lead to prosecution under section 32(8) of the Child Support Act 1991 in England, Wales and Scotland; or Article 32(8) of the Child Support (Northern Ireland) Order 1991 in Northern Ireland.

36737002160010011