

# Housing Benefit Overpayments

## Deductions from Direct Earnings Attachment – Payment schedule.

To: Derby City Council

From: Employer

Please ensure Invoice ref: DEA-            is quoted with all payments

Item	Amount	Employee surname followed by forename	Staff/ref number	Our Invoice ref
1	£ :			
2	£ :			
3	£ :			
4	£ :			
5	£ :			
6	£ :			
Non deduction			Reason:	
Non deduction			Reason:	
Non deduction			Reason:	
Non deduction			Reason:	

<p><b>To be completed by Employer</b></p> <p>This sheet total    £ <input type="text"/></p> <p>Name                    <input type="text"/></p> <p>Phone number        <input type="text"/></p>		<p><b>Paid By BACS</b></p> <p>Date: <input type="text"/></p>	<p><b>FOR LA USE ONLY – FUND - EARN</b></p> <p>Completed by: <input type="text"/></p> <p>Date: <input type="text"/></p> <p>Checked by: <input type="text"/></p>
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## Housing Benefit Overpayments

### **This schedule must be completed whenever you**

- send a payment for one or multiple employees,
- you pay BACS (Automated Credit Transfer).

If you prefer you can email an electronic copy to us at [hbopay.enquiries@derby.gov.uk](mailto:hbopay.enquiries@derby.gov.uk) and the payment can follow. Please include DEA in the subject of your email.

Otherwise, this schedule must be returned to us at the address below. Do not include or send any correspondence to this address.

Housing Benefit Overpayments  
Derby City Council  
The Council House  
Corporation Street  
Derby  
DE1 2FS

When paying by **Automated Credit Transfer (BACS)** complete the transaction using the bank details below:

### **Derby City Council bank details:**

Sort code: 30-92-59

Account number: 00006306

Reference: This will be the employee's Invoice Number as shown on the DEA notice.

### **Important**

The amount of the Automated Credit transfer must be the same total as the amount of the deductions shown on the Direct Earnings Attachment payment schedule overleaf.

Do not send cash through the post, do not use cheques unless necessary. Do not use this schedule to recover or deduct any previous overpayments.

## **Housing Benefit Overpayments**

### **Privacy Notice**

#### **How is your information used?**

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

#### **Who has access to your information?**

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

## Housing Benefit Overpayments

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gov.uk) or call us on 01332 643194.