**Direct Earnings Attachment Payment Schedule**

|  |  |
| --- | --- |
| **To: Northern Ireland Housing Executive** | **From: Employer (Your Details)** |
| Housing Benefit Payments | Name: |
| Income Management | Address: |
| 1st Floor, The Housing Centre |  |
| 2 Adelaide Street |  |
| Belfast, BT2 8PB | Telephone No: |

|  |  |
| --- | --- |
|  | **Mandatory Fields** |
| **Item** | **Employee’s Surname** | **Employee’s National Insurance Number** | **Housing Executive Payment Reference** **\*We need you to use this to allocate your employees payment(s)\*** | **Amount Deducted**  |
| **1** |  |  |  | **£** |
| **2** |  |  |  | **£** |
| **3** |  |  |  | **£** |
| **4** |  |  |  | **£** |
| **5** |  |  |  | **£** |
| **Batch Total**  | **£** |

|  |
| --- |
| **For NIHE use only** |
| **Completed by:** |  |
| **Date:** |  |
| **Checked by:** |  |
| **Date:** |  |

|  |
| --- |
| **Payment Details (To be completed by Employer)** |
| **Paid by BACS** (Tick if applicable) |  | **Paid by Cheque** (Tick if applicable) |  | **Cheque No:** |  | **Payment** **Date** |  |
| **Payment Processed by:** |  | **Phone Number** |  |

**How you can make payments to us:**



**If you are paying by BACS please complete the transaction using the bank details below:**

**Bank Account Name: Northern Ireland Housing Executive**

**Sort code: 95-01-21**

**Account Number: 31159593**

**Address: Danske Bank**

**Donegall Square West**

**Belfast BT1 6JS**

**BIC/SWIFT: DABAGB2B**

**IBAN: GB86 DABA 9501 2131 1595 93**

**BIC/SWIFT: DABAGB2B BIC/SWIFT: DABAGB**

BACS Payment

***IMPORTANT***

*It is important that you include the Housing Executive’s Payment Reference on the payment schedule to help us allocate you employee’s payment. This will reduce the need for us to contact you regarding payment queries.*



**If you are paying by cheque please make payable to NIHE and send to:**

**Northern Ireland Housing Executive**

**Housing Benefits Payments**

**Income Management**

**1st Floor Housing Centre**

**2 Adelaide Street**

**Belfast BT2 8PB**

CHEQUE Payment

***IMPORTANT***

*It is important that you include the Housing Executive’s Payment Reference on the payment schedule to help us allocate you employee’s payment. This will reduce the need for us to contact you regarding payment queries.*

**Payment Schedules**

**You can download Payment Schedules and amended then once completed forward as a pdf via email to** **finance.housingbenefit@nihe.gov.uk**

**or by posting to Northern Ireland Housing Executive, Housing Benefits Payments, Income Management, 1st Floor Housing Centre, 2 Adelaide Street, Belfast BT2 8PB.**