

AVOID A
£1,000
FINE!

Read this leaflet now

DIRECT EARNINGS ATTACHMENT

A quick guide to making deductions from an employee's salary

Since 2016 employers have been required to apply Direct Earnings Attachments (DEAs) when requested; **non-compliance may mean a fine of £1,000.**

WHAT IS A DIRECT EARNINGS ATTACHMENT (DEA)?

If there is an overpayment of Housing Benefit this must be paid back to the Housing Executive. Sometimes the repayment has to be actioned through a Direct Earnings Attachment (DEA).

We're asking you to make deductions from an employee's salary in respect of a debt owed to us by the employee.

There is a legal obligation on you to apply a Direct Earnings Attachment on behalf of the Housing Executive if it is requested. Failure to do so may result in a fine of up to £1,000 per request.

HOW A DEA WORKS

Any instruction you get from the Housing Executive will detail the total amount to be recovered from your employee's salary. This will be the total amount owed to the Housing Executive and not a deduction amount which must be calculated as a percentage of net earnings. There are two deduction percentage rates which may be used for calculation – Standard Rate and Higher Rate. The instruction letter will tell you which rates to apply. If there's a change in the rate you will be told in writing.

YOU WILL NEED TO TAKE THE FOLLOWING STEPS

1. for each salary cycle, calculate how much to deduct from your employee's salary based on the table opposite;
2. check if your employee has other debt orders to pay and if they take priority over a DEA;
3. deducted this amount from your employee's salary;
4. complete the deduction template provided and pay the Housing Executive;
5. continue to make employee deductions and payments to the Housing Executive until the total amount of debt has been repaid or until we write to you to tell you to stop.

IT'S VITAL YOU TELL THE HOUSING EXECUTIVE OF ANY CHANGES IN CIRCUMSTANCES THAT MAY IMPACT ON THESE DEDUCTIONS.

BEFORE YOU START

When you're asked to operate a DEA you must consider the **Protected Earnings Amount**. This is an amount equal to 60% of an employee's net earnings and means that for each pay cycle where a DEA is applicable, you must ensure your employee is left with at least 60% of their net wage.

Daily Earnings	Weekly Earnings	Monthly Earnings	Deduction from Earnings Rate	Deduction from Earnings Rate
			STANDARD Rate to Apply <i>The percentage of net earnings</i>	HIGHER Rate to Apply <i>The percentage of net earnings</i>
Up to £15	Up to £100	Up to £430	NIL	5%
Between £15.01 & £23	Between £100.01 & £160.00	Between £430.01 & £690.00	3%	6%
Between £23.01 & £32	Between £160.01 & £220.00	Between £690.01 & £950.00	5%	10%
Between £32.01 & £39	Between £220.01 & £270.00	Between £950.01 & £1,160.00	7%	14%
Between £39.01 & £54	Between £270.01 & £375	Between £1,160.01 & £1,615.00	11%	22%
Between £54.01 & £75.00	Between £375.01 & £520.00	Between £1,1615.01 & £2,240.00	15%	30%
£75.01 or more	£520.01 or more	£2,240.01 or more	20%	40%


CONTACT US

If you need further help or guidance on
Direct Earnings Attachment (DEA):

HOUSING BENEFIT RECOVERY OFFICE

 **028 9598 1580**

 **hb.recoveryoffice@nihe.gov.uk**

 Housing Executive,
29 Antrim Street,
Lisburn, BT28 1AU

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