

***Note on copy sent to person appearing to have the debtor in his employment.**

It appears to Barnsley Metropolitan Borough Council that you have the above-named debtor in your employment, You must notify Barnsley Metropolitan Borough Council in writing within 14 days of the date of service on you of this copy of the order if you do not have the debtor in your employment. You must also notify Barnsley Metropolitan Borough Council in writing within 14 days of the day on which the debtor leaves your employment. Failure to do so may render you liable to a fine.

***Note on copy sent to debtor.**

This is a copy of an attachment of earnings order served on your employer. If you leave his employment or become employed or re-employed you must notify Barnsley Metropolitan Borough Council in writing within 14 days, giving the particulars specified in regulation 40(1) of the Regulations mentioned in the order. Failure to do so may render you liable to a fine.

A

Note on copy sent to person appearing to have the debtor in his employment.

B

Note on copy sent to debtor.

The note shown as indicated in box **B** applies to you.

**EXTRACT FROM THE COUNCIL TAX (ADMINISTRATION AND ENFORCEMENT)
REGULATIONS 1992**

Attachment of earnings orders: duties of debtor

40. - (1) While an attachment of earnings order is in force, the debtor in respect of whom the order has been made shall notify in writing the authority which made it of each occasion when he leaves an employment or become employed, or re-employed, and (in a case where he becomes so employed or re-employed) shall include in the notification a statement of -

- (a) his earnings and (so far as he is able) expected earnings from the employment concerned
- (b) the deductions and (so far as he is able) expected deductions from such earnings -
 - (i) in respect of income tax;
 - (ii) in respect of primary class 1 contributions under Part 1 of the Social Security contributions and Benefits Act 1992;
 - (iii) for the purposes of such a superannuation scheme as is mentioned in the definition of "net earnings" in regulation 32(1);
- (c) the name and address of the employer, and
- (d) his work or identity number in the employment (if any).

(2) A notification under paragraph (1) must be given within 14 days of the day on which the debtor leaves or commences (or recommences) the employment (as the case may be), or (if later) the day on which he is informed by the authority that the order has been made.