



LSDO Final - Set Up/Amend

A lump sum deduction order (LSDO) allows the Child Maintenance Group (CMG) to instruct a deposit taker (normally a bank or building society) to freeze and then deduct an amount of arrears from a paying parent's account and pay it to the CMG.

Where there have been unsuccessful attempts to secure arrears of child maintenance from the paying parent, the enforcement case manager, or caseworker in Arrears, will use asset information to make a referral for disclosure. For more information refer to [Disclosure For Deduction Order Action](#).

Where disclosure is successful and indicates that the paying parent has an account suitable for a deduction order a specialist Deduction Order Team member will set up the LSDO. The Deduction Order Team do not take ownership of the case.

There is no requirement for authorisation from the court prior to pursuing an LSDO. An interim LSDO is implemented to freeze the specified funds in the paying parent's account, allowing the deposit taker and the paying parent 14 days to make representations against the decision. For further information refer to [LSDO Interim - Set Up/Amend](#).

A lump sum deduction order is subject to an enforcement charge of £200.00. This charge will have been applied earlier in this process, covered in the procedure for [LSDO Interim - Set Up/Amend](#). For more information refer to the procedure for [Civil Enforcement overview](#).

If the deposit taker or the paying parent do not make a successful representation or application to release funds, a final order will be issued as proposed in the interim LSDO.

The deposit taker and the paying parent each have a right of appeal against the final LSDO and have 21 days to submit this. The funds will remain frozen until the 21 day period has elapsed, at which point (assuming there is no appeal) we will ask the deposit taker to pay the CMG.

At any stage of the process from receipt of the interim order until release of the funds to the CMG, the deposit taker and the paying parent can apply to the CMG for consent to release funds. Reasons may include hardship, written contractual obligation agreed before the LSDO etc. The CMG has discretion to look at any circumstances that are set out in an application requesting funds.

Where the CMG consent to release funds the LSDO may be varied or discharged. Where consent is refused the deposit taker or the paying parent can appeal to the court.

Following on from the actions you will have completed to set up an interim LSDO. For more information refer to [LSDO Interim - Set Up/Amend](#). This procedure continues on from that and covers the steps taken by the deduction order team to:

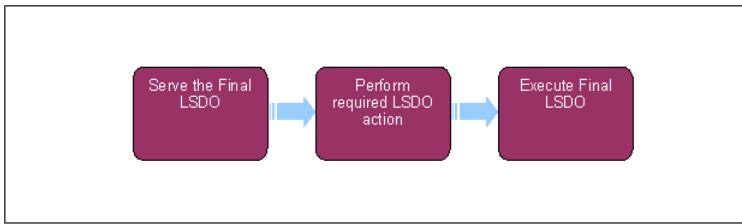
- Serve the final LSDO
- Vary the amount
- Lapse the final LSDO
- Revive the final LSDO
- Discharge the final LSDO
- Execute the final LSDO



Enforcement Service Requests (SR) and Activity Plans (AP) are supported by an underlying data form, in which the enforcement case manager can record specific details as the action progresses. The complete data form for this process may be found here: [LSDO](#)



A Tactical Solution has been put in place. Pending the 2012 scheme system notifications being amended, interim LSDO appeals notices will be inserted into the deduction order notifications issued to Paying Parents.



 When speaking to clients always use the new terminology - for more information refer to [Terminology Changes](#).

 This procedure uses the terms receiving parent and paying parent.


The receiving parent is the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation. The paying parent is the parent who pays or who is expected to pay child maintenance, known as the non resident parent (NRP) on the system and in legislation.


Serve the final lump sum deduction order (LSDO)

 Some actions may require an up front payment to the service provider (eg Courts). This payment will be made using the government procurement card (GPC), for more information refer to [Admin Account - Add To](#).

Deduction order team member actions

1. Update the **Generate Final LSDO** form with the relevant details.

2.  Send letter CMEL7122 to instruct the deposit taker to comply with the final LSDO (freeze the funds in the account to the value of the final LSDO until further instruction).


 If there are further funds available in the account and the full value of the LSDO was not secured at interim stage, the deposit taker must secure any further funds now available up to the value of the final LSDO. The deposit taker must advise in their response if further funds have been secured.

3.  Send letter CMEL7123 to inform the paying parent that we have made the final LSDO.

4. Check that the case is on manual allocation. (The case should have been placed on manual allocation when setting up the interim LSDO.) Placing the case on manual allocation will ensure that the stamped liabilities are paid rather than any receipts being assigned in line with the payment hierarchy. For more information refer to [Manual Allocation Flag - Set Up](#) and [Payment Manually - Allocate](#).

Perform required LSDO action


5. Set a **Wait** period of **21 calendar days** to hear back from the deposit taker or the paying parent. Set the service request (SR) **Status** to **Wait**.

 The paying parent and the deposit taker each have 21 calendar days to appeal against the final LSDO directly to court. Use the [LSDO timelines](#) to check when to start counting the 21 calendar days.

6. If an appeal is received from the paying parent, refer to [Paying Parent Appeals](#). If after 21 days no appeal has been received from the deposit taker or the paying parent go to **Step 44**.

7. You may receive an immediate response from the deposit taker if they are unable to set up the final LSDO as instructed:

- If the deposit taker has not been able to set up the final LSDO and responds that this is because the balance in the account is zero, go to **step 19** to **Discharge** the final LSDO.
- If the deposit taker has not been able to set up the final LSDO and responds that this is for any other reason, go to **step 19** to **Discharge** the final LSDO.

-  If the deposit taker has not been able to secure funds to the full value of the final LSDO because the balance of funds in the paying parent's account is too low, the deposit taker will tell you how much they have been able to secure. If, at a later stage, the deposit taker makes you aware of additional funds in the account that can be frozen, send letter CMEL7169 to request that these



additional funds be frozen. In this scenario the enforcement charge will stand, and will be reflected on future payment schedules sent to the paying parent.

- 8.  If a response is not received from the deposit taker, send letter CMELHD5 to inform the deposit taker that they must contact us immediately.

Consider other actions


- 9. If more time is required prior to the end of the 21 day period covered by the final order, send letter CMEL7160 to instruct the deposit taker to continue the freeze and wait for further instruction.
- 10. If representations/request for funds have not been received but for any other reason you want to vary the final LSDO, go to **step 35** to vary the final LSDO.
- 11. If representations/request for funds have not been received and the final LSDO does not need any change, go to **step 44** to execute the final LSDO.

Application to release funds


 At any stage in the process from receipt of the interim order until release of the funds to the Child Maintenance Group (CMG), the deposit taker or the paying parent can apply to the CMG for consent to release funds. The case owner must notify the Deduction Order Team if this occurs as it may impact their actions. For more information on examples of the circumstances in which the deposit taker or the paying parent can apply for release of funds, refer to the Policy, Law and Decision Making Guidance 

- 12. Consider whether to give consent to release some/all of the frozen funds. Take into account any adverse impact that the decision may have on the paying parent or any other person and any alternative arrangements that may be made by the paying parent.

 An application to release funds does not prevent the final LSDO from being made or the CMG from requesting funds.

 Give careful consideration to LSDO applications for the paying parent’s current account, as the paying parent will be paying household bills from this account and so LSDO may cause hardship when meeting ordinary living expenses.

For more information refer to the Policy, Law and Decision Making Guidance 

- 13. Update the **LSDO Release of Funds** form with the relevant details.
- 14.  Send the appropriate letters from the following table to the deposit taker and the paying parent:

Decision	Appropriate letter/s
Paying parent application accepted, decision to release funds on final LSDO and lapse final LSDO	CMEL7135 to paying parent
Paying parent application accepted, consent to reduce amount standing in credit on the account at final LSDO	CMELHD4 to deposit taker
Paying parent application partially accepted, decision to release funds on final LSDO	CMEL7137 to paying parent
Paying parent application partially accepted, consent to reduce amount standing in credit on the account at final LSDO	CMELHD2 to deposit taker
Paying parent application rejected, refusal to release funds on final LSDO	CMEL7139 to paying parent
Deposit taker application accepted, decision to release funds on final LSDO to deposit taker	CMEL7155 to Paying parent
Deposit taker application accepted, consent to reduce amount standing in credit at final LSDO	CMEL7147 to deposit taker

Deposit taker application partially accepted, partial consent to reduce amount standing in credit at final LSDO	C MEL7151 deposit taker	to
Deposit taker application rejected, refusal to consent to reduce amount standing in credit at final LSDO	C MEL7149 deposit taker	to

15. If you consent to release funds, choose the appropriate action from the options below:
 - To lapse/discharge the final LSDO, go to **step 19**
 - To vary the final LSDO, go to **step 36**
16. If you refuse to consent to release funds, contact from the deposit taker or the paying parent will indicate whether there is an appeal to process:
 - If the deposit taker or the paying parent is appealing, go to **step 17** to contribute to the appeal process
 - If neither the deposit taker nor the paying parent is appealing, go to **step 44** to execute the final LSDO

Contribute to the appeal process


17. Use the **Amendments** tab to hold the case whilst you await the outcome of appeal action, and issue the following letters as appropriate


Decision/notification	Appropriate letter/s
Notify paying parent of appeal from deposit taker, following rejection of application to release funds	C MEL7158 to paying parent
Notify paying parent of appeal from deposit taker, following service of final LSDO	C MEL7165 to paying parent


Outcome of appeal action

18. Once the appeal action has completed the **NRP Appeals Deduction Order** process return to the **Set Up LSDO** SR to carry out any action needed as a result of the decision:
 - To lapse/discharge the final LSDO proceed to **step 19**
 - To Vary the final LSDO proceed to **step 36**
 - To execute the final LSDO proceed to **step 44**

Lapse/discharge the final LSDO

19. Update the **LSDO Generation** form with the relevant details.
20. In the **Liability Schedule** screen, update the **From Date** and **To Date** to reflect the required debt period and set the **Status** to **Cancel**. Select **Query Liability Schedule** to display the relevant line items for the debt period and select **Send Order** to unstamp the LSDO reference number from that debt period. For further information refer to **LO/LSDO - Stamping**.
21. If discharging the LSDO due to a successful appeal by the paying parent it will be necessary to remove the enforcement charge that was applied at the beginning of the LSDO process. Create an SR to reverse the charge and have it authorised by your line manager. For further guidance refer to the procedure for **Enforcement Charge - Reversal**. If discharging the LSDO for any other reason the enforcement charge will stand, and will be reflected on future payment schedules sent to the paying parent.
22.  Send the appropriate letters from the following table to the deposit taker and the paying parent:

Decision/notification	Appropriate letter/s
Decision to lapse final LSDO	C MEL7153 to deposit taker C MEL7167 to paying parent
Decision to discharge final LSDO	C MEL9087 to deposit taker  C MEL7140 to paying parent (see below)

 The Letter CML7140 is not currently available. Use C MEL9271as an alternative, and refer to the procedure for **Letters Outbound - Contingency Summary** for further guidance.

23. If lapsing the LSDO, refer to **step 25** to revive the action and set up a new SR.
24. Complete LSDO action by referring to **step 47**.

Revive the final LSDO

Enforcement case manager actions



You can revive the final LSDO if you receive new information that an amount has been paid into the account after the final LSDO has lapsed.

25. You cannot use the original **Set Up LSDO** SR to revive the LSDO as that SR was closed when the LSDO was lapsed. Create a new SR with:
 - **Process = Enforcement**
 - **Area = Take Enforcement Action**
 - **Sub Area = LSDO Set Up**
26. Update the notes field with the SR number of the original **LSDO** SR, refer to this SR for information on the LSDO Order.
27. Complete **steps 4** and 5 of **LSDO Interim – Set Up/Amend** to put the SR **In Progress** and perform the validations.
28. Complete the **Notes** field with the information required to instruct the Deduction Order Team to revive the LSDO.
29. Update the **Status** to **In Progress**. An activity plan will generate.
30. Select **Update Form** and update the **LSDO Generation** form and the **LSDO Validation** form. Identify the period (start date and end date) and the debt amount. For more information refer to **LO/LSDO - Stamping**.



Check the **Notes** field and the original Set Up LSDO SR that is associated to this SR, to check what debt period to be used.

31. In the **Liability Schedule** screen, update the **From Date** and **To Date** to reflect the required debt period and set the **Status** to **Draft**. Select **Query Liability Schedule** to display the relevant line items for the debt period, and select **Send Order** to stamp the LSDO reference number to that debt period. For more information refer to **LO/LSDO - Stamping**.



We only ever draft stamp the LSDO reference number to the debt period.



Do not final stamp the debt period as that removes the flexibility to change the sum of arrears to be collected as part of the action, for example, release funds or vary the LSDO.



The LSDO reference number is a unique twelve-digit number beginning 83.

32. Set a **Wait** period to the day after the date that the final LSDO is treated as served on the deposit taker. Set the SR **Status** to **Wait**. Use the **LSDO timelines** to check when the final LSDO is treated as being served (dependent on the method of communication).



The LSDO will be considered revived at the point that the deposit taker receives the revival notification. The deposit taker will action the revival as soon as practically possible.



33. Send letter CMEL7157 to inform the paying parent that we are reviving the lapsed final LSDO. For further information on issuing this letter refer to **Letters (Outbound) - Third Parties/Forward**.

34. Within seven days of the date that a copy of the order is received by the deposit taker, the deposit taker must use the reply form attached to the notification to advise:
 - That the LSDO has been successfully revived; or
 - Why they have been unable to revive the LSDO



If the deposit taker has not responded within seven days from the date that a copy of the final LSDO is received, send letter CMELHD5 to the deposit taker to find out why. Return to **step 5** to perform required LSDO action.

Vary the final LSDO


35. Update the **LSDO Variation data form** with the relevant details.





If varying the order as a result of an appeal, it is possible that the order may already have been varied in the past. If this is the case, take the following actions:


- Copy all the existing information from the LSDO variation data form into SR notes then update the **LSDO variation data form** with details of the new variation decision.
- Complete the activity plan for **Vary interim LSDO**, and the CMS system will present you with the activity plan for **Serve final order**
- Update the **Has NRP appealed** field of the **Serve final order** activity plan to **No**. This will update all other fields to User overridden.
- Continue to **step 44** to execute the final LSDO

36.  We only ever draft stamp the LSDO reference number to the debt period.


 Do not final stamp the debt period as that removes the flexibility to change the sum of arrears to be collected as part of the action, for example, release funds or vary the LSDO.

 Use the **Notes** field to record where an amount of the sum frozen has been released and will result in a shortfall to a liability due. For example, regular maintenance is £25.00 and the LSDO covers four weeks totalling £100.00. If £5.00 is released to the paying parent and the LSDO is varied to £95.00 there is no way to stamp the LSDO at this amount as you are working in increases and decreases of £25.00. So you must use **Notes** to record this information and temporarily leave the LSDO stamped at £100.00. **Step 48** provides further information on unstamping the LSDO reference number against that line item when the final payment is made against liabilities and there is a shortfall due to a release of funds to the paying parent.

37.  Send letter CMEL7128 to instruct the deposit taker to vary the final LSDO.

38.  Send letter CMEL7133 to inform the paying parent that we have varied the final LSDO.

 The Letter CML7133 is not currently available. Use CMEL9271as an alternative, and refer to the procedure for **Letters Outbound - Contingency Summary** for further guidance.


 The activity plan states that next step takes you to **Lapse or Vary LSDO check (Final)**. This will take the you to **Lapse or Vary LSDO check (Final)**. Select the activity outcome as **Vary Interim LSDO**.

39. Progress through the activity steps **Vary Interim LSDO** to vary the final LSDO including updating the data fields held on the LSDO variation data form.
40. If the LSDO has previously been varied then the data fields held within the data form will not be able to be used again. If this is the case you will transfer all of the information held within the **LSDO variation data form** to the SR notes detailing all relevant information with regard to the variation and overwrite the relevant information into the data form for the next variation decision.
41. The final step within the activity plan **Vary Interim LSDO** will progress to the **Serve the Final Order** activity Plan.
42. Follow the step and reissue the final order, this will give the paying parent further appeal rights. To work around this step navigate to Step 6 of activity plan **Serve Final order** and select **No**, this will update the previous five activity steps as **User Overridden**.
43. The activity plan **Final LSDO Execution** will then be triggered. Continue with process as detailed in procedures.

Execute the final LSDO/Request funds from bank

44.  Do not update the debt period to show as final stamped with the LSDO reference number. Leave it as draft stamped.

 We only ever draft stamp the LSDO reference number to the debt period.

 Do not final stamp the debt period as that removes the flexibility to change the sum of arrears to be collected as part of the action, for example, release funds or vary the LSDO.

45.  Send letter CMEL7126 to instruct the deposit taker to transfer the funds to the CMG under the final LSDO.





 The system CMEL7126 does not contain the paying parent SCIN number. Use the off system version and add the SCIN number with the prefix **non resident parent reference** to the end of the first paragraph of the letter, which also contains the LSDO reference number.

46. Once funds have been received to the full value of the LSDO you must discharge the order with the deposit taker. Go to **Step 19**

Monitor case and complete action

47. Update the **Status** of the SR to **Wait**, and the **Sub status** to **Final Order Served**. Monitor the case and keep the SR open until the required payment is received from the deposit taker.
48. Where a payment is received, but due to a release of funds the final amount received under the LSDO results in a shortfall against the debt period, unstamp the reference number against that line item. In the **Liability Schedule** screen, update the **From Date** and **To Date** to reflect the required debt period and set the **Status** to **Cancel**. Select **Query Liability Schedule** to display the relevant line items for the debt period and select **Send Order** to unstamp the LSDO reference number from that debt period. For more information refer to **LO/LSDO - Stamping**.

 Only unstamp the debt period once you have received confirmation from the deposit taker that they have discharged the order.

49.  Where a partial payment is received that is not the full amount instructed under the final LSDO, either:
- Discharge the LSDO and if arrears are outstanding because of the paying parent non compliance, undertake further disclosure actions to check for additional assets, e.g. for funds in another traced account or new accounts opened by the paying parent, go to **Step 19**. For further information refer to **Disclosure For Deduction Order Action**.
 - Or issue letter CMEL7166 to the deposit taker to advise them to re-freeze the outstanding amounts on the final LSDO. Return to **step 6** to perform required LSDO action. For further information on issuing this letter refer to **Letters (Outbound) - Third Parties/Forward**.
50. There are no process costs to apply for LSDO action. Update the **Outcome** for **Proceed to Apply For Costs** to **No**. This will enable you to close the SR without completing the **Cost Applied** activity plan.
-  If for any reason you trigger the **Cost Applied** activity plan, an outcome letter to the receiving parent is not required. Mark the step as not applicable and close the SR once action has been completed.
51. Prior to closing the SR remove the draft stamping. Refer to the procedure for **LO/LSDO - Stamping** for further guidance
-  Any debt that has been stamped is not covered by subsequent collection schedules. Un-stamping the debt at this point ensures that any arrears not collected by the LSDO will be recovered in future schedules.
52. Close the SR once completed LSDO action by updating the **Status** to **Closed** and the **Sub Status** to **Completed**.
53. Deactivate the Disable missed payments monitor to enable the CMS system to monitor for missed payments. For more information refer to **Case Routing - Enforcement Steps 75 to 80**.
54.  Contact the case owner to discuss the outcome of the LSDO action. The system won't do this automatically. Explain that the case was placed on manual allocation to enable the stamped liabilities to be paid, rather than any receipts being assigned in line with the payment hierarchy. The enforcement case manager will remove the manual allocation when necessary, and contact the clients to explain the LSDO outcome. For more information refer to **Manual Allocation Flag - Remove**. If further enforcement action is needed, the case manager will decide the next appropriate action. For more information refer to **Arrears Consider Action** and **Case Routing - Enforcement**.

Northern Ireland : Replace CMG with NI CMS

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CMEL7122 Statutory Requirement – Final Lump Sum Deduction Order

Tell the bank that we're making a final LSDO

Statutory requirement – final lump sum deduction order enter the date of service in the date of service free text field. Enter the interim LSDO value of funds requested in the interim free text field and the final value of LSDO in the final value free text field.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in all of the free text fields.

CMEL7123 Action Update – Final Lump Sum Deduction Order On Your Account

Tell paying parent that we've made a final LSDO

Under the sub heading 'We have made a final lump sum deduction order on your account' enter the interim LSDO value of funds requested in the interim free text field and the final value of LSDO in the final value free text field.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in the free text field.

Under the sub heading 'What happens if you don't pay' enter the final value of the LSDO in the free text field.

In the section 'Lump Sum Deduction Order: Final order' under 'Liable person' enter the date of service in the date free text field and the final value of LSDO in the final value free text field.

CMEL7126 Statutory Requirement – Final Lump Sum Deduction Order – Please Transfer Our Payment

Ask bank for funds under final LSDO

Under the sub heading 'Statutory requirement – final lump sum deduction order - please transfer our payment' enter the date the final LSDO was served in the free text field.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in the free text field.

CMEL7128 Statutory Requirement – Final Lump Sum Deduction Order – Variation

Tell the bank that we're varying the final order

Under the sub heading 'Statutory requirement – final lump sum deduction order – variation' enter the date the final LSDO was served in the enter date final LSDO Served free text field.

Enter the amount of funds secured by final lump sum deduction order in the Amount of funds secured by Final Lump Sum Deduction Order free text field and enter the varied value of LSDO in the varied value of LSDO free text field.

Under the sub heading 'What you need to do now' enter the Final value of LSDO in all of the free text fields.

In the section 'Lump Sum Deduction Order: Final order' enter the date of service in the enter Date of service free text field and the final value of LSDO in the Final value of LSDO free text field.

CMEL7133 Action Update – Amount That We're Taking From Your Account Changed

Tell paying parent that we have varied a final LSDO

Under the sub heading 'We have changed the amount that we're taking from your account' enter the date the final LSDO was served in the enter date final LSDO served free text field and the final value of the LSDO in the Final value of LSDO free text fields.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in the Final value of LSDO free text field.

Under the sub heading 'What happens if you don't pay' enter the final value of the LSDO in the Final value of LSDO free text field.

In the section 'Lump Sum Deduction Order: Final order' enter the date of service in the enter Date of service free text field and the final value of LSDO in the Final value of LSDO free text field.

CMEL7135 Action Update – Final Lump Sum Deduction Order Decision

Tell the paying parent that we fully accept their application - releasing funds held on a final LSDO and order lapsed

Under the sub heading 'Final lump sum deduction order – our decision' enter the date of service for the final LSDO in the Date of service final LSDO free text field and enter the Final value of the LSDO in then Final value of LSDO free text field.

Enter the date the application was received for the LSDO fund release in the Date Application Received for LSDO fund release free text field and the amount the paying parent requested to be released on LSDO in the Amount NRP requested to be released on LSDO free text field.

Enter the enter amount on LSDO that will be released in the enter amount on LSDO that will be released free text field.

Under the sub heading 'What you need to do now' enter the paying parent's Total Accrued balance in the free text field.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7137 Action Update – Final Lump Sum Deduction Order

Tell the paying parent that we partially accept their application – partially releasing funds held on a final LSDO

Under the sub heading 'Final lump sum deduction order - our decision' enter the date the final LSDO was served in the date final LSDO served free text field and the Final value of the LSDO in the Final value of LSDO free text field.

Enter the date the application was received for LSDO fund release in the enter Date Application Received for LSDO fund release free text field and the amount the NRP requested to be released on LSDO in the Amount NRP requested to be released on LSDO free text field.

Enter the enter amount on LSDO that will be released in the enter amount on LSDO that will be released free text field.

Under the sub heading 'What you need to do now' enter the variation to value of LSDO funds - new amount in the free text fields.

Under the sub heading 'What happens if you don't pay' enter the final LSDO amount in the free text field.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7139 Action Update – Final Lump Sum Deduction Order Decision

Tell the paying parent that we haven't accepted their application to release funds on a final LSDO

Under the sub heading 'Final lump sum deduction order – our decision' enter the date the final LSDO was served in the date final LSDO served free text field and the Final value of the LSDO in the Final value of LSDO free text field.

Enter the date the application was received for LSDO fund release in the enter Date Application Received for LSDO fund release free text field and the amount the paying parent requested to be released on LSDO in the Amount NRP requested to be released on LSDO free text field.

Under the sub heading 'What happens if you don't pay' enter the final value LSDO in the free text field.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7140 Action Update – Final Lump Sum Deduction Order Stopped

Tell the paying parent that we've discharged the final LSDO

Under the sub heading 'We have stopped final lump sum deduction order' enter the date the final LSDO was served in the date final LSDO served free text field and the Final value of the LSDO in the Final value of LSDO free text fields.

Under the sub heading 'What this means for you' select one of the following:

- If arrears are still outstanding and/or other arrears are outstanding and/or ongoing liability is still due, use paragraph TM_14277_E 'If arrears are still outstanding and/or other arrears are outstanding and/or ongoing liability is still due'
- If the NRP still has these arrears, use paragraph TM_14278_E 'If NRP still has these arrears'
- If the NRP no longer has any arrears, use paragraph TM_14279_E 'If NRP no longer has any arrears'

- If the NRP no longer has any arrears but does have regular maintenance, use paragraph TM_14280_E 'If NRP no longer has any arrears but does have regular maintenance'
- If the NRP no longer has these arrears but does have other arrears, use paragraph TM_14281_E 'If NRP no longer has these arrears but does have other arrears'
- If the NRP no longer has these arrears but does have ongoing maintenance and other arrears, use paragraph TM_14282_E 'If NRP no longer has these arrears but does have ongoing maintenance and other arrears'

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7147 Final Lump Sum Deduction Order Decision

Following deposit taker's applications, we give consent to reduce the amount standing to credit on the account – Final LSDO.

Under the sub heading 'Final lump sum deduction order – our decision' enter the date the final LSDO amount was served in the enter date final LSDO amount served free text field and the final value of LSDO in the Final value of LSDO free text field.

Enter the amount the deposit taker asked to reduce the 'amount standing in credit' to in the enter Amount Deposit taker asked to reduced the 'amount standing in credit' to free text field.

Under the sub heading 'What you need to do now' enter the amount the deposit taker asked to reduce the 'amount standing in credit' to in the free text field.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7149 Statutory Requirement – Final Decision

Following deposit taker's applications, we refuse their request to reduce the amount standing to credit on the account – Final LSDO.

Under the sub heading 'Statutory requirement - final lump sum deduction order – our decision' enter the date the final LSDO amount was served in the enter date final LSDO amount served free text field and the final value of the LSDO in the Final value of LSDO free text field.

Enter the amount the deposit taker asked to reduce the 'amount standing in credit' to in the enter Amount Deposit taker asked to reduce the 'amount standing in credit' to free text field.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in all of the free text fields.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7151 Final Lump Sum Deduction Order Decision

We partially consent deposit taker's applications, we give consent to reduce the amount standing to credit on the account – Final LSDO.

Under the sub heading 'Final lump sum deduction order – our decision' enter the date the final LSDO amount was served in the enter date final LSDO amount served free text field and the final value of LSDO in the Final value of LSDO free text field.

Enter the amount the deposit taker asked to reduced the 'amount standing in credit' to in the enter Amount Deposit taker asked to reduced the 'amount standing in credit' to free text field.

Under the sub heading 'What you need to do now' enter the amount we agree to reduce the 'amount standing in credit' to in the free text field.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7153 Statutory Requirement – Final Lump Sum Deduction Order Lapse

Tell bank that we're lapsing an interim final LSDO

Under the sub heading 'Statutory requirement – final lump sum deduction order – lapse' enter the date the final LSDO was served in the date final LSDO served free text field and the final value of the LSDO in the Final value of LSDO free text field.

CMEL7155 Action Update – Final Lump Sum Deduction Order Decision

Tell paying parent that, following a request from their bank, we have decided to release all of the funds on their final LSDO

Under the sub heading 'Final lump sum deduction order – our decision' enter the date of service in the Date of service free text field and the interim LSDO value of funds requested in the interim LSDO value of funds requested free text field.

Enter the amount the deposit taker requested to be released in the enter amount deposit taker requested to be released free text field.

Enter the amount on LSDO that will be released in the amount on LSDO that will be released free text field.

Under the sub heading 'What you need to do now' enter the varied final LSDO amount in the free text fields.

Under the sub heading 'What happens if you don't pay' enter the varied final LSDO amount in the free text field.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7156 Statutory Requirement – Final Lump Sum Deduction Order - Revival

Tell bank that we're reviving a lapsed final LSDO

Under the sub heading 'Statutory requirement – final lump sum deduction order – revival' enter the date of service Final LSDO in the enter Date of service Final LSDO free text field and the final value of the LSDO in the Final value of LSDO free text field.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in the free text fields.

CMEL7157 Action Update – Lapsed Final Lump Sum Deduction Order Revived

Tell paying parent that we've revived a lapsed final LSDO

Under the sub heading 'We have revived final lump sum deduction order' enter the date of the service final in the enter Date of service final.

Enter the date of lapse in the date of lapse free text field.

Enter the final value of LSDO in the Final value of LSDO free text field.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in the free text field.

Under the sub heading 'What happens if I don't pay' enter the final value of the LSDO in the free text field.

CMEL7158 Action Update – Bank/Building Society Appeal Against Lump Sum Deduction Order

Tell paying parent that the deposit taker has appealed because we didn't accept their request to release funds

Under the sub heading '[Name of bank/building society] have appealed against Lump Sum Deduction Order' enter the date interim or final LSDO was served in the date interim or final LSDO served free text field and the interim or final LSDO value of funds requested in the interim or final LSDO value of funds requested free text field.

Enter the amount deposit taker requested to be released in the amount deposit taker requested to be released free text field.

CMEL7160 Statutory Requirement – Final Lump Sum Deduction Order – Further Instructions

Give bank further instructions about a final LSDO (21 day freeze has expired, please continue freeze).

Under the sub heading 'Statutory requirement – final lump sum deduction order [LSDO Reference Number] – further instructions' enter the date the final order was served in the Date final order served free text field.

Enter the final value of the LSDO in the Final value of LSDO free text field.

Under the sub heading 'What you need to do now' enter the final value of the LSDO in the free text fields.

CMEL7165 Action Update – Bank/Building Society Appeal Against Final Lump Sum Deduction Order

Tell the paying parent that the deposit taker has appealed following us sending a final LSDO to them.

Under the sub heading '[Name of bank/building society] have appealed against final lump sum deduction order' enter the date the final order was served in the Date final order served free text field and the amount on final LSDO in the amount on final LSDO free text field.

CMEL7166 Statutory Requirement – Final Lump Sum Deduction Order – Further Instructions

Request deposit taker to re-freeze outstanding amounts on final LSDO following partial payment.

Under the sub heading 'Statutory requirement – final lump sum deduction order – further instructions' enter the date the final order was served in the Date final order served free text field.

Enter the final order amount in the Final order amount free text field.

Enter the date the payment was received under the LSDO reference in the date payment received under LSDO ref free text field.

Enter the amount paid under the LSDO reference in the Amount paid under LSDO ref free text field.

Enter the amount outstanding on the LSDO reference in the Amount outstanding on LSDO ref free text field.

Under the sub heading 'What you need to do now' enter the amount outstanding on the LSDO reference in the Amount outstanding on LSDO ref free text field and the final value of the LSDO in the Final value of LSDO free text field.

CMEL7167 Action Update – Final Lump Sum Deduction Order Stopped For The Time Being

Notify paying parent that we've lapsed the final LSDO

Under the sub heading 'We have stopped final lump sum deduction order for the time being' enter the date of the final service in the Date of service FINAL free text field and the final value of the LSDO in the Final value of LSDO free text field.

Under the sub heading 'An explanation of our decision' enter the reason for the review in the enter reason for review free text field and enter the decision in the enter decision free text field.

CMEL7169 Statutory Requirement – Final Lump Sum Deduction Order – Further Instructions

Request deposit taker to freeze additional amounts on final LSDO after they have told us that more money is available.

Under the sub heading 'Statutory requirement – final lump sum deduction order – further instructions' enter the date of service in the Date of service free text field.

Enter the interim LSDO value of funds requested in the interim LSDO value of funds requested free text field.

Enter the final value of the LSDO in the Final value of LSDO free text field.

Under the sub heading 'What you need to do now' enter the amount outstanding on the LSDO reference in the amount outstanding on LSDO reference free text fields.

CMEL9087 Statutory Requirement – Final Lump Sum Deduction Order – Discharge

Notify bank that we're discharging the final order

Under the sub heading 'Statutory requirement - final lump sum deduction order – discharge' enter the date of service in the free text field.

If the reason for the discharge is that we have collected all of the funds under the order, select paragraph TM_25193_E 'If this is because we have collected all of the funds under the order'

CMELHD2 Final Lump Sum Deduction Order Decision

Tell deposit takers we've partially consented paying parent request to reduce amount standing in credit on the account – Final LSDO

Under the sub heading 'Final lump sum deduction order – our decision' enter the date of service in the Date of service free text field and the final value of LSDO funds in the Final value of LSDO free text field.

Enter the amount the paying parent asked to reduce the 'amount standing in credit' to in the amount NRP asked to reduce the 'amount standing in credit' to free text field.

Under the sub heading 'What you need to do now' enter the amount to reduce the 'amount standing in credit' to in the free text field.

CMELHD4 Final Lump Sum Deduction Order Decision

Tell deposit takers we've fully consented paying parent request to reduce amount standing in credit on the account – final LSDO

Under the sub heading 'Final lump sum deduction order – our decision' enter the date of service in the Date of service free text field and the final value of LSDO funds in the Final value of LSDO free text field.

Enter the amount the paying parent asked to reduce the 'amount standing in credit' to in the amount NRP asked to reduce the 'amount standing in credit' to free text field.

Under the sub heading 'What you need to do now' enter the amount to reduce the 'amount standing in credit' to in the free text field.

CMELHD5 You Are Breaking The Law – Deduction Order

We haven't received a response regarding a deduction order notification – please contact us immediately

All fields in this letter are system generated, no manual intervention is required.

Related Items

[Admin Account - Add To](#)

[Appeals](#)

[Case Routing - Enforcement](#)

[Case Routing - Enforcement](#)

[Civil Enforcement overview](#)

[Create Cost](#)

[Disclosure For Deduction Order Action](#)

[Enforcement Action - Consider \(E and W\)](#)

[Enforcement Action - Consider \(NI\)](#)

[Enforcement Action - Consider \(Scotland\)](#)

[Enforcement Charge - Reversal](#)

[Letters Outbound - Contingency Summary](#)

[Letters \(Outbound\) - Send To Client](#)

[LO/LSDO - Stamping](#)

[LSDO - Authorise](#)

[LSDO Interim - Set Up/Amend](#)

[Manual Allocation Flag - Set Up](#)

[Manual Allocation Flag - Remove](#)

[Payment Manually - Allocate](#)

[RDO - Set Up, Vary, Lapse/Discharge](#)

[Terminology Changes](#)