**SED R004 – Notification of payment**

The Counterparty uses this SED to notify the Case Owner that a payment has been transferred. The Case Owner can also use this SED to notify the Counterparty that a payment for reimbursement of costs has been transferred. The R004 can either notify a single payment or one of a series of payments (e.g. monthly instalments or partial payments).

The sections ‘*Concerns*’ and ‘*Payments*’ are mandatory. Depending on whether you indicate that the SED concerns a person or an employer under ‘*Concerns*’, the relevant section ‘*Person*’ or ‘*Employer*’ also becomes mandatory.

The section ‘*Payments*’ can be repeated to notify multiple payments. When used in R\_BUC\_01 - Offsetting of Overpayment of Benefits and R\_BUC\_02 - Offsetting of Overpayment with arrears, always select ‘*Offset of overpaid benefits*’ as ‘*Reason for payment*’. When specifying the ‘*Type of payment*’, four options are available:

* ‘Payment in Full’
* ‘Partial payment’ (if the payment is only part of the total due but not part of regular instalments, or (within R\_BUC\_07 - Request for recovery) if the payment is only part of the total due because you were unable to recover the full amount including your own costs, and you have deducted your costs from the amounts recovered as per Decision R1 point 4 of 20-06-2013. In the latter case no further recovery action will be taken to recover the balance and no further payments will follow).
* ‘Instalment’ (if the payment is a partial payment in a series of regular payments).
* ‘Final Instalment’ (if the payment is the final payment in a series of payments).

Always use the ‘*Payment reference to be used when transferring money*’ that was provided by the Case Owner in the request, so that the incoming payment can be correctly allocated there.

It is possible to provide additional information in dedicated section.

It is possible to add attachments to SED R004.

In order to see the content and explanatory notes of the SED R004 please click [here](../../OLD_Forms/R004_en.htm).