**SED R001 – Request for deductions from arrears/ongoing payments**

This SED starts the Business Use Case R\_BUC\_01. It is the request for offset and has a double function. It can be used as a **provisional** or **final request** and it is completed by the Case Owner.

* **Provisional request:** It should be used whenever the sending institution wants to block arrears from a claimed but not yet paid benefit in another Member State and/or when the institution needs information about the regular amount of the benefit that is paid by another institution. In these cases the sending institution does not need to provide full details, because a final request will follow.
* **Final request:** It should be used if you actually want the Counterparty to deduct overpayments and transfer the appropriate sums to you.

In every case, you need to provide information on the person, the type of request and the benefits received unduly. Please note that nationality in the section ‘*Person*’ can be repeated if the person has dual nationality.

The section '*Person*' is repeatable. So in cases of survivors benefit please provide data for the beneficiary **and** for the deceased insured person separately. This will help the Counterparty to assign the case correctly.

When the SED is used as a final request, more information must be given to allow the recipient to actually carry out the deduction. For a final request, these sections become mandatory:

* *'Overpayment periods'*
* *'Payment amount'*
* *'Benefit deduction'*
* *'Deduction from arrears'*
* *'Deduction from ongoing payments'*
* *'Bank details'*

Please note that providing the ‘*Reason for overpayment*’ in the section ‘*Overpayment periods*’ can be very important for the receiving institution when they check your request under their national legislation. If none of the choices offered is suitable, tick the last option: ’*Other*’ and provide details under ‘*Other reason*’.

If the whole amount overpaid is the sum of a series of single benefits that have been paid unduly, provide details of each overpaid amount per period. For this reason, ‘*Detailed information about overpaid amount*’ in section ‘*Payment amount*’ is repeatable.

‘*Type of benefit*’: Please tick the ‘type(s) of benefit’ where offsetting is possible in the section ‘*Benefit deduction*’, because you need to confirm that this type of offsetting is legal in your country. If you tick ‘*Other benefit*’, please provide details under ‘*Type of other benefit*’.

It is possible to add attachments to R001.

In order to see the content and explanatory notes of the SED R001 please click [here](../../%20Forms/R001_en.htm).