### DA014 – Information on Down Payments - Benefits in Kind (IDP)

**Purpose of the SED:**

The SED DA014 is used to send information about the proposition of the down payment.

* DA014 can be sent only once;
* The amount of the down payment has to be at least 90% of the total amount of the initial claim on DA010;
* DA014 can be sent only within 6 months of the end of the month during which the claim was introduced (art. 68 par. 1 IR);
* If down payment are accepted the deadline for the payment of the claim is 36 months;
* If the creditor Member State has made a general statement that it accepts down payments such payments are automatically considered to be accepted. The Audit Board draws up a list of Member States that have stated that they accept down payment. A reply is required on DA015;
* If the creditor Member State has not stated that down payments are generally accepted the Case Owner has to reply on DA015 within 6 months of the end of the month during which the claims is introduced. In the absence of a reply within the given time frame the down payment are considered as accepted and shall be executed.

Acronyms used in DA014:

* CLA – claim for reimbursement
* IDP – information on down payments

DA014 includes following mandatory fields:

* **Reference numbers:**
	+ “Global CLA reference Creditor Liaison Body” – a reference number of the claim specified in the DA010, which should be copied without any change;
	+ “Global IDP reference Debtor Liaison Body” – a reference number of the information on down payment (IDP). It is a unique number of the information given by the Debtor Liaison Body;
* **Total number of individual claims** – which is a summarized number of individual claims copied from the DA010;
* **Total amount of benefits** – which is a summarized amounts of the benefits copied from the DA010;
* **Down payment amount** – this is an amount of the down payment which is offered to the Creditor and should be at least 90% of the ‘**Total amount of the benefits**” specified in DA010;
* **Down payment percentage of total amount of benefits** - the value of percentage offered, at least 90%;
* **Date** **of submission** – with a date on which DA014 is submitted by the Debtor Liaison Body.

It is not possible to add attachments to DA014.

For general remarks applicable to all the AWOD SEDs click [here](AWOD_SEDs_General_Remarks.docx).

[In order to see the content and explanatory notes of SED DA014 please click here.](Forms/DA014_en.htm)