

Admission (specified amount)

- You have a limited number of days to complete and return this form
- Before completing this form, please read the notes for guidance attached to the claim form

When to fill in this form

Only fill in this form if:

- you are admitting all of the claim and you are asking for time to pay; or
- you are admitting part of the claim. (You should also complete form N9B)

How to fill in this form

- Tick the correct boxes and give as much information as you can. **Then sign and date the form.** If necessary provide details on a separate sheet, add the claim number and attach it to this form.
- Make your offer of payment in box 11 on the back of this form. **If you make no offer the claimant will decide how much and when you should pay.**
- If you are not an individual, you should ensure that you provide sufficient details about the assets and liabilities of your firm, company or corporation to support any offer of payment made in box 11.
- You can get help to complete this form at any county court office or Citizens Advice Bureau.

Where to send this form

- **If you admit the claim in full**
Send the completed form to the address shown on the claim form as one to which documents should be sent.
- **If you admit only part of the claim**
Send the form to the court at the address given on the claim form, together with the defence form (N9B).

How much of the claim do you admit?

- I admit the full amount claimed as shown on the claim form **or**
- I admit the amount of £

1 Personal details

Surname

Forename

Mr Mrs Miss Ms

Married Single Other (specify)

Date of birth

Address

Postcode

Tel. no.

Name of court
Bow County Court

Claim No. BO 123456

Claimant (including ref.)
Now Card
Acc. No. 2134 555 555

Defendant
Joseph Smith

2 Dependants (people you look after financially)

Number of children in each age group

under 11 11-15 16-17 18 & over

Other dependants (give details)

3 Employment

- I am employed as a
My employer is

Jobs other than main job (give details)

- I am self employed as a

Annual turnover is..... £

- I am not in arrears with my national insurance contributions, income tax and VAT

I am in arrears and I owe..... £

Give details of:

- (a) contracts and other work in hand
- (b) any sums due for work done

- I have been unemployed for years months

- I am a pensioner

4 Bank account and savings

- I have a bank account

The account is in credit by..... £

The account is overdrawn by.... £

- I have a savings or building society account

The amount in the account is..... £

5 Residence

- I live in my own house lodgings
- my jointly owned house council accommodation
- rented accommodation

6 Income

My usual take home pay (including overtime, commission, bonuses etc)

£ 1365 per mth

Income support

£ per

Child benefit(s)

£ 146 per mth

Other state benefit(s)

£ 373 per mth

My pension(s)

£ per

Others living in my home give me

£ per

Other income (give details below)

	£	per
	£	per
	£	per

Total income

£ 1884 per mth

8 Priority debts

(This section is for arrears only. Do not include regular expenses listed in box 7.)

Rent arrears

£ per

Mortgage arrears

£ 60 per mth

Council tax/Community Charge arrears

£ 50 per mth

Water charges arrears

£ per

Fuel debts: Gas

£ per

Electricity

£ per

Other

£ per

Maintenance arrears

£ per

Others (give details below)

	£	per
	£	per

Total priority debts

£ 110 per mth

7 Expenses

(Do not include any payments made by other members of the household out of their own income)

I have regular expenses as follows:

Mortgage (including second mortgage)

£ 620 per mth

Rent

£ per

Council tax

£ 100 per mth

Gas

£ 60 per mth

Electricity

£ 40 per mth

Water charges

£ 27 per mth

TV rental and licence

£ 12 per mth

HP repayments

£ per

Mail order

£ per

Housekeeping, food, school meals

£ 600 per mth

Travelling expenses

£ 70 per mth

Children's clothing

£ 90 per mth

Maintenance payments

£ per

Others (not court orders or credit debts listed in boxes 9 and 10)

TELEPHONE	£	40 per mth
INSURANCE	£	55 per mth
EMERGENCIES, BIRTHDAYS & XMAS	£	30 per mth

Total expenses

£ 1744 per mth

9 Court orders

Court	Claim No.	£	per

Total court order instalments

£ per

Of the payments above, I am behind with payments to (please list)

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10 Credit debts

Loans and credit card debts (please list)

ABC Bank	£ 7.22 per mth
Phones 123	£ 5.00 per mth
	£ per

Of the payments above, I am behind with payments to (please list)

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11 Offer of payment

I can pay the amount admitted on

or

I can pay by monthly instalments of

If you cannot pay immediately, please give brief reasons below
 WE HAVE FINANCIAL PROBLEMS BECAUSE I WAS OUT OF WORK LAST YEAR

12 Declaration

I declare that the details I have given above are true to the best of my knowledge

Signed

J Smith

Position or office held

(if signing on behalf of firm or company)

Date

25 FEBRUARY 2012