

## 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

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address

Postcode

Tel. no.

Name of court

Claim No.

Claimant  
(including ref.)

Defendant

## 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

☐ my jointly owned house

☐ rented accommodation

☐ lodgings

☐ council accommodation

## 6 Income

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

£ per

Income support

£ per

Child benefit(s)

£ per

Other state benefit(s)

£ per

My pension(s)

£ per

Others living in my home give me

£ per

Other income (*give details below*)

£ per

£ per

£ per

**Total income**

**£ per**

## 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*)

£ per

Rent

£ per

Council tax

£ per

Gas

£ per

Electricity

£ per

Water charges

£ per

TV rental and licence

£ per

HP repayments

£ per

Mail order

£ per

Housekeeping, food, school meals

£ per

Travelling expenses

£ per

Children's clothing

£ per

Maintenance payments

£ per

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

£ per

£ per

£ per

**Total expenses**

**£ per**

## 8 Priority debts

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

Rent arrears

£ per

Mortgage arrears

£ per

Council tax/Community Charge arrears

£ per

Water charges arrears

£ per

Fuel debts: Gas

£ per

Electricity

£ per

Other

£ per

Maintenance arrears

£ per

Others (*give details below*)

£ per

£ per

**Total priority debts**

**£ per**

## 9 Court orders

Court Claim No. £ per

**Total court order instalments**

**£ per**

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

## 10 Credit debts

Loans and credit card debts (*please list*)

£ per

£ per

£ per

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

## 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

## 12 Declaration

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

Signed

Date

Position or office held

(if signing on behalf of firm or company)