

## 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

- 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

#### Individual

- 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.

#### Organisation

- If you are not an individual, you should ensure you attach a financial statement showing your companies profit, loss, assets and liabilities to support any offer of payment made in box 11. Ensure you tick the correct box and complete sections 1, 9 (if applicable) and 12. If you are a Limited Company, the claimant is under no obligation to accept your offer.
- You can get help to complete this form at any County Court or Citizen Advice Bureau.

### Where to send this form

- If you admit the claim in full**  
Send the completed form to the **claimants 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 issuing 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/Organisation details

Surname/  
Organisation

Forename

Mr  Mrs  Miss  Ms

Married  Single  Other (specify)

Date of birth 

D	D	M	M	Y	Y	Y	Y
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Address

Phone 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  lodgings

my jointly owned house  council accommodation

rented 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
<b>Total income</b>	<b>£</b>	<b>per</b>

## 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
<b>Total expenses</b>	<b>£</b>	<b>per</b>

## 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
<b>Total priority debts</b>	<b>£</b>	<b>per</b>

## 9 Court orders

Court	Claim No.	£	per
		£	per
		£	per
		£	per
<b>Total court order instalments</b>		<b>£</b>	<b>per</b>

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)

	£	per
	£	per
	£	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

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## 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)