



## Statement of assets and other financial circumstances

Make sure you can pay your fine

You should complete this form and either send it to the court or hand it to the court usher on arrival at the court. If you fail to provide the court with your statement of assets and other financial circumstances, or the court is not satisfied that it has been given enough reliable information, it is entitled to make such decision as it thinks fit about your financial circumstances.

**Note:** When providing the court with a statement of your assets and financial circumstances, following an official request it is an offence to make a false statement or knowingly to fail to disclose material facts.

If the court orders that you pay a fine or other financial imposition you will be required to pay as ordered by the court, this could be on the day of imposition. Please bring a method of payment with you.

I understand that if I knowingly make a statement which is false or knowingly fail to disclose any relevant fact, it is an offence for which I can receive a further fine.

Signed

Date

### 1. Personal details

First name(s)

Family name

Address

Postcode

Home telephone number

Mobile telephone number

Email

Date of birth

National Insurance number

Vehicle registration number

Are you the registered owner of the vehicle?

Yes  No

Please use  
BLOCK CAPITALS

For all your income and outgoings,  
please indicate if the figures are:

Weekly  Fortnightly  Monthly

### 2. Income details

If you are employed

Occupation

Employer's name

Employer's address

Postcode

Employer's telephone number

I am self employed as

Your take home pay

£

Any other income

£

**Total income**

£

If you are NOT employed

please state since when

Are you in receipt of benefits?

Yes  No

If Yes, please state below which benefit(s) you receive.

### 3. Outgoings

You may ask the court to allow you extra time to pay. If you want to ask the court for more time, you will need to provide details and proof of your outgoings. The court will consider your request but may not grant it.

Rent, mortgage or lodgings

£

Council tax

£

Insurance (home, life etc.)

£

Child maintenance

£

Travel expenses

(Fuel, car, public transport etc.)

£

Utility bills

(gas, water, electricity etc.)

£

Telephone (inc. mobile)

£

Television subscription

(licence, satellite etc.)

£

Other fines (please specify court)

£

£

£

County court orders

£

Loan repayments

(credit card, bank etc.)

£

Other outgoings (please specify)

£

£

£

£

£

**Total outgoings**

£

### Statement of assets and other financial circumstances

If the court imposes a fine or other financial imposition you will be required to make payment on the day. Provide evidence of your assets and financial circumstances to the court

### 4. Other information

Total savings

£

Partner's income including benefits

£

Number of dependent children

Please add any other information (for example any assets not mentioned above) you believe the court should know about here:

### For official use only

Case number

Date of hearing

## Your legal obligations

This is an official request from the Designated Officer. Every defendant who is prosecuted for an offence needs to provide financial information when asked.

It is an offence not to provide the court with a statement of assets and other financial circumstances following an official request. When providing the court with a statement of your assets and financial circumstances following a request, it is an offence:

- to make a false statement
- to knowingly fail to disclose material facts

Fines and other financial impositions are due to be paid as ordered by the court, this could be on the day of imposition. They can be paid by: credit or debit card online at [www.gov.uk/pay-court-fine-online](http://www.gov.uk/pay-court-fine-online), by telephone (including from dedicated lines at the court), by payment card, by standing order or direct debit.

In deciding the amount of any fines or other financial impositions the court will take into account the information you have given about your financial circumstances including your assets. Any other outstanding fines that you have will be taken into account when imposing and enforcing a fine. The rest of the information in the outgoing section is only relevant if you are unable to make payment in full on the day. You may request that the court grants you additional time to pay, which the court will consider but not necessarily approve.

**If you do not pay as ordered you may be sent to prison.**

### External advice

If you need impartial, external advice on your legal rights, managing your debt or the possible consequences of fines or not paying your fines, you can contact:

- National Debt Line: 0808 8084000 or [www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)
- Citizens Advice: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

## Completing and returning this form

Your statement of assets and other financial circumstances can be returned before your hearing. It should be sent by post or given in person to the court where your case will be heard. The address for the court can be found on the summons/charge/requisition form or can be obtained from your local magistrates' court. Email or telephone responses are not accepted.

You may be required to **provide evidence** of your financial circumstances, e.g. payslips, benefit books, bills. Therefore, you should bring copies with you on the day of your hearing.

The information you give may be used by the court, or other authorised organisation acting under the court's instructions, to enforce collection of any financial imposition ordered by the court against you in the event of non payment.

## Further assistance

Should you have problems reading this form, please contact the magistrates' court that issued this notice or log on to [hmctsformfinder.justice.gov.uk](https://hmctsformfinder.justice.gov.uk) and type in **MC100** under the form number to locate your required language.

**Additional languages:** Chinese (traditional and simplified), Croatian, Czech, Greek, Gujarati, Hindi, Kurdish, Polish, Punjabi, Portuguese, Serbian, Spanish, Turkish, Urdu and Welsh.