

# Admission (specified amount)

Name of Court	
Claim no.	
Claimant (including ref.)	
Defendant	

- 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

### 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.

**N9A** Form of admission (specified amount)(04.14)

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- 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 office or Citizens Advice Bureau.

## Where to send this form

- **If you admit the claim in full**  
Send the completed form to the claimant's 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).

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## 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 details

Forename

Mr  Mrs  Miss  Ms  Other

Married  Single  Other(specify)

Date of birth  /  /

Address

Postcode

Phone no.

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



## 9 Court orders

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

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

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## 10 Credit debts

Loans and credit cards debts (please list)

	£	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:

## 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)