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Form for replying to an attachment of earnings application

- Read the notes on the notice of application before completing this form.
- Tick the correct boxes and give as much information as you can. The court will make an order based on the information you give on this form. You must give full details of your employment and your income and outgoings. Enclose a copy of your most recent pay slip if you can.
- *Make your offer of payment in box 10. You will get some idea of how much to offer by adding up your expenses in boxes 6, 7, 8 and 9 and taking them from your total income (box 5).*
- Send or take this completed and signed form immediately to the court office shown on the notice of application.
- You should keep your copy of the notice of application unless you are making full payment. (This does not apply to maintenance applications).
- For details of where and how to pay see notice of application.

In the	County Court
Claim no.	
Application no.	
Claimant (including ref.)	
Defendant	

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1. Personal details

Surname

Forename

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

☐ Other (specify)

☐ Married/Civil partnership ☐ Single

Age

Address

Postcode

2. Dependants *(people you look after financially)*

Children (under 19)		Others (give details)
Age	Date of Birth	

(If more continue on a separate sheet)

3. Employment

I am

☐ employed as a

☐ self employed as a

☐ unemployed

☐ a pensioner

a. employment

My employer is

Employer's address

Postcode

Address of employer's head office
(if different from above)

Postcode

My works number and/or pay reference is

Jobs other than main job *(give details)*

b. self employment

Length of time self employed

[ ] years [ ] months

c. unemployment

Length of time unemployed

[ ] years [ ] months

Give details of any outstanding interviews

[ ]

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 account or building society account

The amount in the account is £ [ ]

5. Income

My usual take home pay (including overtime, commission, bonuses etc. but excluding tax credits)	£	per
Working tax credit	£	per
My partner’s usual take home pay	£	per
Income support	£	per
Child benefit(s)	£	per
Child tax credit	£	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

6. Expenses

(<u>Do not</u> 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
Telephone	£	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 8 and 9)	£	per
	£	per
	£	per
	£	per
Total expenses	£	per

7. Priority debts

(This section is for arrears only.
<u>Do not</u> include regular expenses listed in box 6)

Rent arrears		£	per
Mortgage arrears		£	per
Council Tax arrears		£	per
Water charges arrears		£	per
Fuel debts:	Gas	£	per
	Electricity	£	per
	Other	£	per
Maintenance arrears		£	per
Other priority debts (give details below)		£	per
		£	per
		£	per
	Total priority debts	£	per

8. Court orders

Court	Claim no.		
		£	per
		£	per
Total court order instalment		£	per

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

9. Credit debts

Loans and credit card debts *(please list)*

	£	per
	£	per
	£	per

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

10. Offer of Payment

I offer to have from my pay £ _____

☐ week / ☐ month deducted

- If you want an opportunity to pay voluntarily without your employer being ordered to make deductions from your pay you should ask for a suspended order. Tick the box below and give your reasons.

☐ I would like a suspended order because:

11. Declaration

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

Signed _____

Date _____