

## 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)

Age

Address

Postcode

Tel. no.

In the

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 ( <i>including overtime, commission, bonuses etc</i> )	£	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 ( <i>give details below</i> )		
	£	per
	£	per
	£	per
<b>Total income</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 ( <i>give details below</i> )		
	£	per
	£	per
<b>Total priority debts</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 ( <i>including second mortgage</i> )	£	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 ( <i>not court orders or credit debts listed in boxes 9 and 10</i> )		
	£	per
	£	per
	£	per
<b>Total expenses</b>	<b>£</b>	<b>per</b>

## 9 Court orders

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

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)