

# Employment Tribunal Awards & ACAS Settlements <sup>1/4</sup>

**IMPORTANT:** before completing this form please read the following:

- Have the Employment Tribunal Awards or ACAS Settlements judgment and any other relevant documents ready to hand
- At the end of the form you will need to agree to the Terms & Conditions and sign.
- The Court Fee is £66. The payment options are by Debit Card by telephoning 0343 504 1606 or sending a Cheque for £66.00 made payable to Court Enforcement Services Ltd.

Call us on 0343 504 1606 if you need assistance at any stage.

## Your information

**Your Full Name**

**Your Address**

  
  
  

**Postcode**

**Telephone Number**

*Best number to contact about this action*

**Your Email**

**Contact Name**

*If not you*

## Bank Account for Payments

**Account Name**

**Account Number**

**Sort Code**

# Employment Tribunal Awards & ACAS Settlements 2/4

## The Employer's Details Details of who the award was made against

The Employer you are claiming against is  An Individual  A Business

Employers Name

Contact Name at Employer

Employer's Address

  
  

Employer's Postcode

Employer's Telephone Number

Employer's Email

## Award Details

Tribunal Claim Number

Amount Awarded (£)

Interest Rate (%)

Date of Relevant Judgment

Payment Received (£)

Total of any payments received  
since the date the award was  
made (if any)

Date of Interest Calculation

Your Reference Number

Additional Information

Including any information such as asset details etc.

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## Authorisation

### How do you wish to make the Payment of £66?:

- By Debit Card
- By Cheque to Court Enforcement Services Ltd

*For same day action pay by Debit Card we will ring you to arrange payment and begin immediately.  
If you choose to send us a cheque we will not begin work until we have received the cheque.*

### Terms and Conditions

- 1) By signing this instruction document you consent to Court Enforcement Services Limited acting as Certified Enforcement Agents on your behalf.
- 2) You also represent that you are authorised to provide these instructions on behalf of the creditor and will be bound by the terms of this Agreement.
- 3) I authorise Court Enforcement Services Ltd to sign any court form necessary for the purpose of enforcing my judgment including County Court Form N293a or any Statement of Truth required in support of my application to enforce my judgment.
- 4) I authorise the County Court to return the completed N293a direct to Court Enforcement Services and / or to correspond directly with Court Enforcement Services Ltd regarding my application.
- 5) I confirm that the judgment is not based upon a Regulated Agreement under the Consumer Credit Act 1974, unless the judgment debt is £25,000 or more.
- 6) I represent that I am authorised to provide these instructions on behalf of the creditor and will be bound by the terms of this Agreement.

**NB:** Late payment charges will be applied to all our overdue invoices in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (As Amended).

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position** \_\_\_\_\_

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## What Next?

**We can accept your instructions by Email, or Post, or via Fax** - we will send you a confirmation of receipt.

**Email** - Please send scans of this completed form and any relevant documents and email as attachments to [instructions@courtenforcementservices.co.uk](mailto:instructions@courtenforcementservices.co.uk)

**Post** - Please post the original form (retain a copy for your own records) together with any copies of relevant documents to:

**Court Enforcement Services,  
PO Box 396,  
Loughton,  
IG10 9GL**

**Fax**- Please send the completed instruction form together with any other relevant documents via Fax to 0343 504 1608