

## Employment Tribunal Awards & ACAS Settlements Form

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

- Have the Employment Tribunal Awards or ACAS Settlements judgment and any other relevant documents to hand.
- At the end of the form you will need to agree to the Terms & Conditions and Sign.
- The Court Fee is £80.00. Once we have received your instruction, an invoice for this amount will be raised and sent to you which will detail ways to pay.

Email us at [clientservices@highcourt writrecovery.co.uk](mailto:clientservices@highcourt writrecovery.co.uk) if you need assistance at any stage.

\*Required

### Your Information

**Your Name\***

First

Last

**Your Company**

**Your Address\***

Address

Town

Postcode

**Your Telephone**

Best number to contact you about this section

**DX Number**

Document Exchange Number (If applicable)

**Your Email\***

**Contact Name\*** if not you

### Bank Account for Payments\*

**Account Name**

**Bank Name**

**Bank Account Number** (numbers only)

**Bank Sort Code** (Format 99-99-99)

## Employment Tribunal Awards & ACAS Settlements Form

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

The Employer you are claiming against is

an Individual or a Business

**Employer's Name\***

**Contact name at Employer**

**Address\***

**Town\***

**Postcode\***

**Telephone no**

**Email\***

### Award Details

**Tribunal Claim Number\***

**Amount Awarded £\***

**Interest Rate (%)**

**Date of Relevant Judgement**

**Payment Received £**

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

**Date of Interest Calculation**

**Your Reference Number**

**Additional Instructions** Including any information such as asset details etc.

## Employment Tribunal Awards & ACAS Settlements Form

### Authorisation

### Terms and Conditions

- 1) By signing this instruction document you consent to High Court Writ Recovery 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 High Court Writ Recovery 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 High Court Writ Recovery and / or to correspond directly with High Court Writ Recovery 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).

I agree to the terms and conditions. \*

**Signature\***

**Date\***

**Position**

## Employment Tribunal Awards & ACAS Settlements Form

### What Next?

We can accept your instructions by Email or Post - 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@highcourtwritrecovery.co.uk](mailto:instructions@highcourtwritrecovery.co.uk)

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

High Court Writ Recovery,  
PO Box 816  
Waltham Abbey, EN8 1RG

Email us at [clientservices@highcourtwritrecovery.co.uk](mailto:clientservices@highcourtwritrecovery.co.uk) if you need assistance at any stage.

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Clear

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