**Debt Recovery Scheme Application**

This form is to be completed by the secretary of the league or club. You must include copies of any written communication sent to the debtor(s) requesting payment of the debt. You must also send the relevant form with player details on depending on whether you are a club or a league. Both forms are available from the Derbyshire FA website under the debt recovery page. Your debt must be a valid debt in accordance with The FA Handbook which can be viewed on their website www.thefa.com. The creditor must pay an administration fee of £25 per debt. This is then added to the total debt amount to be recovered by Derbyshire FA and is also included in the minimum limit of £50.

League/Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Breakdown of Debt:**

Please provide a breakdown of the debt incurred below.

|  |  |  |
| --- | --- | --- |
| **Date Debt Incurred** | **Details of Debt** | **Debt Amount** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ 25.00 |
| **Total Debt Amount** | | £ |

Before submitting this to Derbyshire FA, please ensure that you have included all written correspondence between yourself and the debtor(s).

(Office Use)

Date Received:

FDR Number Allocated:

Written Correspondence Received: Yes / No Debtor Details Received: Yes / No