

Please return to:

Landesamt für Finanzen NRW  
40302 Düsseldorf

**Request to pay child support arrears in instalments**

I am applying to pay by instalments.

**My details:**

Family name, Given name: \_\_\_\_\_  
Street name and number: \_\_\_\_\_  
postcode and town: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

**Details of my child/children:**

Name of child: _____	reference (Aktenzeichen): _____
Name of child: _____	reference (Aktenzeichen): _____
Name of child: _____	reference (Aktenzeichen): _____

**Amount of the instalment<sup>1</sup>:**

I would like the instalment arrangement to begin on \_\_\_\_\_ (*enter date*)

I am proposing these monthly payments (*please tick the appropriate box*):

☐ €50      ☐ €75      ☐ €100      ☐ €\_\_\_\_\_ (€30 minimum)

☐ Additional remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment by instalments is approved under these condition:

- **Order of allocation:** Each instalment will be assigned to the oldest outstanding claim. Any remaining balance will then be allocated to the next oldest unpaid claims.
- **Right to revoke:** We reserve the right to revoke the arrangement at any time.

- **Waiver of the Statute of Limitations:** You expressly waive any defence based on the statute of limitations.
- **Due date in case of payment delays:** The entire outstanding balance will become due immediately if the deadline for payment of two instalments is exceeded by more than two weeks. Unless I agree, in writing, to another instalment arrangement, you should expect enforcement action to be taken, in other words, we reserve the right to send in the bailiffs.
- **Changes in personal or financial circumstances:** The fixed instalment is based on your current personal and financial circumstances. You must notify us, without delay and without being prompted, of any significant changes in your personal and financial circumstances so that we can redetermine the instalment. We expressly reserve the right to review your personal and financial circumstances.
- **Offset requests with the Tax Office:** Please bear in mind that our options still include requests to the local tax office for refund intercepts, irrespective of this instalment arrangement. The deferral granted by this agreement is therefore limited. Any child support obligations settled through tax offsets will be considered as special repayments.
- **Amounts up to €25,000:** For amounts up to €25,000, the maximum repayment period is 10 years (120 months).

**Important:**

Your application for payment by instalments is now under consideration.

Please attach current proof of income, if not done earlier.

The instalment arrangement with the State Office of Finance will only be effective after you receive written acknowledgement from us.

\_\_\_\_\_  
(Place, date)

\_\_\_\_\_  
(Signature of applicant)

<sup>i</sup> *If there are several children, the selected instalment amount will be equally split amongst them.*