**B2B Eighth and Ninth Step – Amends Action Form**

**Instructions**: This form is intended to help walk you through the process of making amends. Using your ***Fourth Step Inventory Short Form***, enter the names of all people (or institutions) you have harmed. Please work with your sponsor as you complete this form and make amends. They can guide and support you through this process. After populating this form—in consultation with your sponsor—start making amends for items you marked under the “**Ready Now**” column. Once you’ve completed those amends, move on to items marked as “**Maybe | Sometime**.” Then move onto amends tagged under the “**Not Willing or Not Ready**” column. You will notice that as you complete the easier amends, you will become more willing to tackle those you had thought to be more challenging. Keep working through your amends until you have completed all items in your Ninth Step.

| **Person Harmed** | **Harm Done** | **Type of Amends**  *Clean Apology (direct or letter), Restitution, Setting Public Record Straight, Indirect Amends, Living Amends* | **Will Making Amends in this Situation Harm Anyone?**  **Y | N** | **Are You Willing and/or Ready to Make Amends?**  *Choose one and mark with “X”* | | | **Date or Timeframe I Will Make Amends** | **Date I Completed Amends** |
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| **Ready Now** | **Maybe | Sometimes** | **Not Willing or Not Ready** |
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