



# Council Tax Recovery Explanatory Notes

## REMINDER

If you pay your council tax by cash (at the post office, by cheque, standing order or via the internet) your payment is due on the 1st of the month.

If you chose to pay by direct debit, the payments are due on one of the four selected dates, 1st, 15th, 21st or 28th of the month.

### WHY

#### Have I received a Council Tax reminder ?

Your Council Tax is payable on or before the dates shown on your council tax demand notice. If a payment becomes in arrears, the council will issue a reminder notice. You have 7 days from the date of issue to bring your account up to date.

If you make payment and bring your account up to date no further action will be taken. You may like to change your payment method to direct debit. If so complete the direct debit mandate and return the mandate to this department.

Only 2 reminders will be issued in each financial year. If you fall behind a third time, your right to pay by instalments will be withdrawn and a final notice will be issued.

Please remember if payments are been made at the post office please allow three working days for the payment to be received onto your account.

### WHAT

#### Happens if I don't pay the reminder notices ?

If you have not made payments as specified on the reminders, under the Local Government Finance Act 1992, your right to pay by monthly instalments will be withdrawn and a **FINAL NOTICE** will be issued. The full council tax balance will become due within 7 further days.

If you require assistance regarding this matter then **please contact the Customer Service Centre on 01527 881288.**

**If the final notice remains unpaid then recovery action will commence.**

# WHAT

## Happens if I don't pay in accordance with the final notice ?

The council will request that the Magistrates issue a Court Summons requesting that you attend at a Magistrates Court hearing plus incurring costs of £59.50.

If the full balance plus costs are not paid prior to the hearing date, the council will ask the Magistrates Court to grant a liability order permitting further action to secure payment of the total amount due.

This could result in an attachment of earnings or benefit or to instruct a bailiff to collect arrears. (The bailiff costs will be added to the debt outstanding).

The council may still consider a direct debit arrangement request but only to be secured with employment or benefit details. If the arrangement is not kept to, the council will be able to action an attachment of earnings or benefit automatically. (Again please contact the **Customer Service Centre** on **01527 881288**).

Ultimately, the council can make an application for you to be committed to prison for non payment of council tax.

### C O U N C I L T A X B E N E F I T

You may be entitled to Council Tax benefit so please ask for an application form. If you qualify, benefit can only start from when we have your completed form.

An application for benefit will not stop any action we are taking to recover what you owe, so please contact the Customer Service Centre to discuss your account.

If you are having difficulties paying your Council Tax or require any further assistance please contact **Customer Services** on **01527 881288** to discuss your account or e-mail: [revenues@bromsgrove.gov.uk](mailto:revenues@bromsgrove.gov.uk)  
Fax: **01527 881223**, Or write to **Revenue Service**, Bromsgrove District Council, PO Box 7780 Bromsgrove B60 1EH.  
Visit our web site at [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)



## Instruction to your Bank or Building Society to pay Direct Debit



Please fill in this instruction, sign and return it to:  
**Bromsgrove District Council, Revenues Services, PO Box 7760,  
Bromsgrove B60 1EH.**

Name and full postal address of your bank / building society branch

To the Manager \_\_\_\_\_ bank / building society  
Address \_\_\_\_\_  
Post Code \_\_\_\_\_

Name(s) of Account holder(s) \_\_\_\_\_

Branch Sort Code \_\_\_\_\_

*(Banks / building societies may not accept Direct Debit instructions from some types of account)*

Please state your name and address below and tick your preferred payment date

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

Originator's Identification Number 

9	4	1	2	7	2
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Bank / Building Society \_\_\_\_\_  
Account number \_\_\_\_\_

Council Tax Account No. (if known) \_\_\_\_\_

Instruction to your bank / building society and signature(s)  
Please pay Bromsgrove District Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Bromsgrove District Council and, if so, details will be passed on to my bank / building society.

Signature(s) \_\_\_\_\_  
Date \_\_\_\_\_

Tick one payment Date:

1st  15th  21st  28th



**Bromsgrove  
District Council**  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

