

AUGUST 2009

ANNEXE 5



**Brighton & Hove  
City Council**

Revenues & Benefits, P.O. Box 2929, Priory House, Brighton, BN1 1PS.  
Telephone: 01273 291291, Fax: 01273 291881, Minicom: 01273 290111 (For deaf and hard of hearing only)  
E-mail: [council.tax@brighton-hove.gov.uk](mailto:council.tax@brighton-hove.gov.uk) [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

## Council Tax Reminder Notice

Date of issue:

Account number:

Amount due

£

Current account balance

£

*Address of property*

If recovery action has already been taken in respect of any previous arrears, the amount(s) involved are not included in the above figures.

Dear Customer,

It appears from our records that you are not up to date with your Council Tax instalments. If you have paid the amount due (£ <amount due> ) since <date> , please accept my apologies and ignore this notice.

If you have not yet paid the amount due, please do so within seven days of the date of this reminder, otherwise you will lose any right to pay by instalments. If you do not pay £ <amount due> within seven days then the current account balance (£ <a/c bal> ) will have to be paid within a further seven days (i.e. within fourteen days of the date of this reminder notice).

If payment is not received, we will apply for a Magistrates Court Summons, which will add costs to your account.

To avoid falling behind with your instalments in future, we are able to offer you payment by Direct Debit through to March each year. There is the choice of four different dates available, if paying by Direct Debit – 1<sup>st</sup>, 6<sup>th</sup>, 15<sup>th</sup> or 25<sup>th</sup> of the month.

If you are unable to pay as shown above or would like to set up a Direct Debit, please contact the Revenues section on (01273) 291291.

Yours faithfully

Graham Bourne  
Head of Revenues & Benefits.

