

## **Important Information to Help You**

# **There is no need for you to attend Court.**

**You can prevent this matter going to Court if you can set up a Direct Debit before the Hearing, to clear your Council Tax. We will also remove the Summons costs.**

**There is no additional cost to you for setting up a Direct Debit.**

**The Magistrates are unable to make any payment arrangement or resolve any queries you may have; these matters would be referred back to the Council.**

**If you have any queries regarding this debt then phone us before the Hearing date.**

**Details of what will happen at Court and answers to a few other frequently asked questions are on the back of this letter.**

**Phone us if you are in any doubt whether you need to attend Court.**

**Contact us on (01273) 291291.**

