



COUNCIL TAX REMINDER NOTICE

Council Tax and Benefits

PO Box 23504
London E15 4UU

Date:

Telephone:

PIN Number: 123456

Account No: 12345678

Account Balance: _____

WHY NOT PAY BY DIRECT DEBIT?
FOR MORE DETAILS SEE OVERLEAF

Property address:

Property_Ref:

allpay barcode

allpay number

This reminder has been issued because your Council Tax instalment payments are not up to date or because there is an amount due for previous years.

You must now pay the amount due of £

If you do not pay the above amount within 7 days you could lose the right to pay by instalments and you must then pay the full Account Balance of £ _____ within a further 7 days, otherwise a summons will be issued against you with additional costs of £ _____

Important notice: only two reminder notices will be issued in one financial year. Should you fail to pay an instalment by the due date on the THIRD occasion, you will receive a FINAL NOTICE demanding the immediate payment of the FULL yearly balance.
