

# A GUIDE TO YOUR COUNCIL TAX BILL



If you have received a Council Tax bill and you wish to understand how your bill has

**IF YOUR CIRCUMSTANCES CHANGE, YOU MUST TELL US WITHIN 21 DAYS. IF YOU DO NOT, YOU COULD RECEIVE A PENALTY.**

- 1 **Name and Address** – This is the person/s responsible for paying the bill and their contact address
- 2 **Date of Issue** – This is the date your Council Tax bill was issued
- 3 **Account Reference** – This is your Council Tax Account Reference number (please quote this number when you contact us)
- 4 **Online Key** – This is the online key for your MyAccount and bill
- 5 **Property to which this bill relates** – This is the address that we are billing you for
- 6 **Instalments to be paid** – This shows the amount to pay and when it is due by.
- 7 **Charges** – This is the total Council Tax charge for your property. The relevant amounts are then allocated to each organisation for your bill. Babergh District Council collects Council Tax on behalf of itself, Suffolk County Council and the Police & Crime Commissioner. Change % shows how the charge set by each organisation this year compares to what they charged last year. The overall % change shows the effect this has had on the amount of Council Tax to be charged for your band compared to last year.
- 8 **Method of payment** - If you have elected to pay by direct debit this will be stated. For cash payers “see payments options overleaf” will be displayed.
- 9 **Statement of Account** – This shows your band, the period of charge, the full Council Tax charge for that period, together with any Council Tax reduction, discounts or exemptions applied to your account.
- 10 **Reason for Bill**
- 11 **Amount due** – A Council Tax bill is sent to you each year in March and a revised bill is sent if there are any changes to your account during the year. This will tell you why the bill has been sent. Amount due – this is the total amount you will have to pay for the period of charge shown.
- 12 **Notices** – This field will display any relevant notices for you. For example if you have nothing to pay on the bill you will see “This notice is for your information. No payment is necessary”.
- 13 **Bar code** – When you pay at a post office or Payzone, scanning this barcode will ensure your payment is allocated correctly to your Council Tax account.

