

How to read your council tax bill

This is the address we are billing you for.
This may be different to your postal address. If you have moved please tell us immediately.

This is your council tax number.
Please quote this when you contact us and when making a payment.

This is the valuation band for your property.
For more information on property buildings, contact the Variation Office Agency by visiting www.voa.gov.uk or telephone 0300 501 501.

This shows charges and any reductions applied to your bill.
Council tax benefit will also be shown here.

This is the percentage increase for each organisation.

This shows any balance left over from 2011-12.
Any payments made after 26 February 2012 will not be shown.

This is the total annual percentage increase.

This is where your council tax goes.
Norwich City Council collects council tax on behalf of itself, Norfolk County Council and Norfolk Police Authority. Please refer to the council tax booklet for more information.

NORWICH City Council **NORFOLK CONSTABULARY** **Norfolk County Council**
Norwich City Council
City Hall
Norwich
NR2 1NH
Contact details overleaf

Your Combined Council Tax Bill

MR Another Bill
99 Post office rd
NORWICH
NR9 2zz

Issued on 20-JAN-2012
Account number 99999999
Reason for bill Benefit

Property to which this bill refers
22 Post office rd
NORWICH
NR9 2zz

How the Council Tax is arrived at for Band A

		A	% increase
Norfolk County Council	763.38		0.0
Norwich City Council	150.58		0.0
Norfolk Police Authority	127.44		0.0
		1041.40	0.0

Admin Area WTB
Valuation Band A
Disabled Band
Property Ref No. 999999999999B

Charge For Period Band A 01-APR-2011 31-MAR-2012 1041.40
25% Reduction For Single Occupancy 01-APR-2011 31-MAR-2012 -260.35
Benefit 01-APR-2011 31-MAR-2012 -647.46
Benefit Overpayment For Period 19-DEC-2011 19-DEC-2011 2.13

MEMORANDUM NOTE
YOUR INSTALMENTS FOR 2012/13 DO NOT INCLUDE YOUR 2011/12 ACCOUNT BALANCE AS AT 26-FEB-2012 YOUR 2011/12 COUNCIL TAX ACCOUNT BALANCE IS £0.00

FIRST INSTALMENT DUE ON 01-MAR-2012

INSTALMENTS TO BE PAID BY: CASH PAYMENTS MONTHLY 1 X 135.72

ANY QUERIES ABOUT COUNCIL TAX BENEFIT SHOULD BE MADE TO YOUR AREA OFFICE OR REVENUE SERVICES AT CITY HALL

Amount owed £ 135.72

98261347612000999999991

This shows the dates your instalments are due.
If you pay by Direct Debit, you do not need to do anything. If you pay by any other method your instalments will be due on the first day of the month.

This is the total annual charge.

This is the total you owe including any arrears or credits.

Understanding your council tax bill

frequently asked questions

How can I pay?

Payment methods are listed on the back of your bill and you can choose the best option for you. We recommend Direct Debit as being the easiest way to pay.

How much do I pay?

The total amount is in the 'Amount owed' box and the instalments are at the bottom of the bill.

When are my instalments due?

Direct Debit instalments are collected on the date you have agreed with us. If you pay by any other method, your instalments are due on the 1st of each month. Your payment method is shown at the bottom of your bill.

Will my Direct Debit continue and how will I know if it has?

Your Direct Debit will continue unless you have cancelled it with your bank. You can check the bottom of your bill for payment methods.

How can I set up a Direct Debit?

You can do this in one of the following ways. You can call us on 0344 980 3333 or complete and return the pink form enclosed in this booklet. Alternatively you can download a Direct Debit form from our website www.norwich.gov.uk