



City of Westminster

Enquiries and payments by post to: Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW
Tel: 0343 178 2743 8.30am to 6pm Monday to Friday
24 hour automated payment line: 0203 859 6086 (call charges will vary)
Email: Westminster.counciltax1@secure.capita.co.uk



Year ending

Property address giving rise to charge
Account reference
Summons number

Table with columns: Council tax balance to, Court, Cost, Billing authority, Total

Summons for non-payment of council tax

Council Tax (Administration and Enforcement) Regulations 1992 Part VI Regulation 34

In the Westminster Magistrates' Court, 181 Marylebone Road, NW1 5BR, Her Majesty's Court Service, Westminster Division.

The Lord Mayor and Citizens of the City of Westminster has today complained to me, the undersigned, that you, being the person liable to pay the council tax set out above, have not paid that amount or any part of it. This document therefore summons you to appear before the Westminster Magistrates' Court on Wednesday, 7th February 2018 at 10:07AM to show why you have not paid the sum due.

If you do not appear, your case will go ahead in your absence and be dealt with according to the law.

Given under my hand and seal on 10-JAN-2018 Deputy Justice Clerk (sitting in the Westminster Magistrates' Court)

Handwritten signature

If the total amount shown above, including costs, is paid before the hearing on Wednesday 7 February 2018, all further proceedings will be stopped. If payment is not received before the hearing, additional costs to those shown above will be incurred for which you may be liable.

Notice under the Civil Evidence Act 1995 Section 2 - The City Council will present hearsay evidence in these proceedings and can give you details of it on request.

Details of how and where to pay are given overleaf.

WCCDSI_



COUNCIL TAX

Bank Giro Credit logo

Payment form with fields for Reference (155 82), Credit Account Number (639 4167), Amount due (£), Signature, Date, and a 2x2 grid for Cash/Cheque payment.

Please do not write or mark below this line and do not fold this document

csi Billing Services 0844 324 1000

Important information

If the Westminster City Council receives full payment (including claimed costs) before the day of the court hearing, no further action will be taken. If you do not pay in full (including claimed costs) before the court hearing, and a Liability Order is issued, you will have to pay more costs than already shown. **If you have any questions, telephone 0343 178 2743 or write to: Westminster City Council, Council Tax, PO Box 165, Erith, DA8 9DW.**

HOW TO PAY YOUR COUNCIL TAX

1 Direct debit – the easier way to pay: Paying by direct debit will save you time, trouble and unnecessary costs. To join the direct debit scheme, simply fill in the form below and send it to us. We will write back and tell you how much you will pay. Payments are made automatically from your bank or building society. Alternatively, you may telephone 0343 178 2743 and one of our advisors will be pleased to take your bank or building society details and set up the direct debit instruction for you. We will confirm the arrangement in writing. You can also set up a direct debit online at www.westminster.gov.uk/directdebit. **See the benefits of direct debit at www.thsmartwaytopay.co.uk**

Other important advantages include the following:

- No cheques to write or letters to post.
- No queuing to pay at a bank, building society or post office.
- Direct debit is the cheapest method of collecting the council tax. This brings benefits to you and us.

2 Other methods of payment: If you pay by cheque, please make your cheques payable to 'City of Westminster'. Please write your council tax reference number on the back of each cheque. We will only issue receipts for payments if you include a stamped addressed envelope with your payment. We will not accept post-dated cheques. We only accept part payment (instalment or otherwise) as a full and final settlement of the amount due if the Finance Department agrees to this in writing.

- (a) **24 hour automated payment line for card payments:** please call 0203 859 6086 (call charges will vary)
- (b) **By post:** You can send cheques or postal orders (not cash) to Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW.
- (c) **At any bank:** Some banks may charge for this service.
- (d) **At the post office:** If you are paying by cheque, please make it payable to: Post Office Ltd. Please note with effect from 1 January 2018 payments will only be possible at Post Office branches in the Westminster area.
- (e) **By Debit / Credit card:** This facility is available at www.westminster.gov.uk/counciltax. The Council recommends payment by Debit Card. Payments made by Credit Card will incur a 1.25% handling fee.

If you fail to pay your instalments (whether monthly, quarterly, half yearly or yearly) we will recover the amount under the "statutory scheme" arrangements provided in the Council Tax (Administration and Enforcement) regulations 1992. This means that we will follow the statutory regulations as to timescales for the recovery process.

If we have a legitimate reason to do so, we may share information we collect for the administration of council tax within the City Council and to some organisations acting on our behalf. In particular, we may check the information you provide, or that someone else provides about you, with other information we hold. We may also use this information or supply it to third parties including government departments, other local authorities and credit reference agencies, to prevent or detect crime or to protect public funds.

Before we share any information we will rigorously check that sharing it is fair and justified. If you would like more explanation, please write to: Contracts Performance Team, Westminster City Council, Council Tax, 5th Floor, 5 Strand, London WC2N 5HR.

The default Council Tax instalments are 10 monthly payments April to January, if you wish to pay over 12 months please contact the Council tax Department and we will set up payments through to March.

Don't lose your democratic right- have your say by making sure you are registered to vote - Register to vote at: <https://www.gov.uk/register-to-vote>

**Please detach and keep this guarantee
The Direct Debit Guarantee**



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Westminster City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Westminster City Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Westminster City Council or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when Westminster City Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

This request for information is made by Capita Business Services Ltd on behalf of Westminster City Council.



Council tax

Instruction to your bank or building society to pay by direct debit

Please fill in the whole form using a ballpoint pen and send it to:
Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW.

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address

Postcode

Service user number

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This is not part of the instruction to your bank or building society
I wish to pay my council tax (please tick one box)

10 monthly on the 1st 10th 15th 25th

12 monthly on the 1st 10th 15th 25th

quarterly on the 1st half yearly on the 1st yearly on the 1st

To receive your future council tax demands by email please write your email address below:

Name(s) of account holder(s)

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Bank/building society account number

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Branch sort code

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First 9 numbers of your account reference (see top of front page)

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Instruction to your bank or building society

Please pay Westminster City Council direct debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Westminster City Council and, if so, details will be passed electronically to my bank or building society.

Signature(s)	Date
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Banks and building societies may not accept direct debit instructions for some types of account.