

Liability Order for Non-Payment of Council Tax (Local Government Finance Act 1992)

Name and Address of Taxpayer	Address of Property	
	Account Number	Date of Issue

Under the Liability Order you must provide the following information in accordance with '**Regulation 36 of the Council Tax (Administration and Enforcement) Regulations 1992**'.

1. The full name and address of your employer.
2. Your payroll number.
3. The net (after deductions) amount you earn.
4. What deductions are taken from your earnings.
5. Any other sources of income you receive (e.g. Child Benefit, State Benefit etc).

You must send this information to us within 14 days of the date of this letter. If you do not provide this information, or provide false information, we may prosecute you under Regulation 56 of the Council Tax (Administration and Enforcement) Regulations 1992.

A person found guilty of failing to provide information could receive a fine of up to £500, while a person found guilty of providing false information could receive a fine of up to £1000.

If we do not receive your full payment, or if you do not send us the information we need within 14 days, we will pass your case to the bailiffs who can take belongings from you to the value of the amount you owe. If you have come to an agreement to pay by instalments, please continue to make the agreed payments to prevent your case being passed to the bailiffs.

This will also mean you will have to pay extra costs as shown in the schedule over the page.

Yours Sincerely

Revenues

You must not send your payment to the court

It is important that you read ALL the enclosed notes about this Liability Order.

If you have already made an arrangement, you do not need to contact us.

Struggling to pay?

We're holding Money Matters Surgeries on Thursday afternoons at Stoke Local Centre. Advisors from the Citizens Advice Bureau will be on hand together with our benefits and council tax advisors to help you manage your debt and access any benefits you may be entitled to. If you would like to book an appointment please call 01782 236812. Appointments last about 40 minutes.