



Register online for MySouthwark

www.southwark.gov.uk/mysouthwark. Simply link your Council Tax account by clicking on My Council Tax and Benefits and you can access your account at any time, receive electronic bills and apply for discounts or exemptions.



Revenues and Benefits Service

Web: www.southwark.gov.uk/counciltax
Contact us: www.southwark.gov.uk/counciltaxcontact
Payment: www.southwark.gov.uk/payforit
0845 6000 611

Account No:

Date:

000001

Dear

Re: Council Tax

Property address:

Liability Order Number:

WARNING OF ENFORCEMENT

On a Liability Order was granted by Camberwell Green Magistrates Court.

The amount due is now and is payable immediately.

The council has been granted a Liability Order against you because of your non payment of Council Tax. The Liability Order authorises the council to take enforcement action against you to recover the outstanding debt and costs.

Failure to pay the full amount outstanding immediately will result in an Enforcement Agent being instructed to visit you and remove your goods to settle the outstanding debt. Further costs will be incurred and will become payable by you. These charges can be substantial, so we urge you to contact us immediately.

Fees Stage	Fixed Fee	Additional Percentage Fee (Regulation 7)
Compliance Stage	£75.00	N/A
Enforcement Stage	£235.00	7.5% (On any amount above £1500)
Sale of Disposal	£110.00	7.5% (On any amount above £1500)

If you wish to discuss your council tax arrears, please contact the council on 020 7525 1850. Alternatively visit our website <http://www.southwark.gov.uk> for further information regarding Council Tax and payment options.

Yours sincerely

Duncan Whitfield
Strategic Director of Finance and Governance

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COUNCIL TAX CONTACT INFORMATION

CONTACT US ONLINE

Web: www.southwark.gov.uk/counciltax

Contact us:

www.southwark.gov.uk/counciltaxcontact

POSTAL ENQUIRIES

Southwark Council, Revenues and Benefits Service

PO Box 68763, London, SE1P 4DJ

PAYMENT CAN BE MADE IN THE FOLLOWING WAYS

For further information on methods of payment visit www.southwark.gov.uk/paycounciltax

By direct debit:

Simply visit our website

www.southwark.gov.uk/CTDDform.

Direct Debit is the easiest way to pay your council tax, saving you postage costs and no queuing at the bank each month.

By debit or credit card:

Online at www.southwark.gov.uk/payforit or by using the 24 hour automated telephone payment line on 0845 6000 611. You must quote your eight digit council tax account number beginning with a 4 or 5 shown on the front of this letter when making a payment.

ADVICE & FURTHER INFORMATION

Appeals: If you feel that you are not liable to pay council tax or you believe that we have made a mistake in calculating your bill you must first contact us so that we can consider your case. If you would like to know more about the appeals procedure including the use of valuation tribunals please visit www.southwark.gov.uk/counciltax

Advice about benefits

Web: www.southwark.gov.uk/benefits

Telephone: 020 7525 1880 Mon to Fri: 9.00am to 5.00pm

Southwark local support team

Benefits advice and support for pensioners and vulnerable customers. Tel: 020 7525 7434. Email:

localsupport@southwark.gov.uk

Alternatively you can seek independent advice from the following agencies:

Advising London: 6 - 8 Westmoreland Road, London SE17 2AX. Tel: 020 3752 5520.

Southwark Credit Union: 177 Walworth Road, London SE17 1RW or 4 Heaton Road, Peckham, London SE15 3TH. Tel: 020 7787 0770. Web: www.creditunion.co.uk.

Southwark Citizens Advice (Bermondsey): 8 Market Place, Southwark Park Road, London, SE16 3UQ. Tel: 0344 499 4134

Southwark Law Centre: Hanover Park House, 14-16 Hanover Park, Peckham London, SE15 5HG. Tel: 020 7732 2008

Data protection statement:

Southwark Council collects and uses your personal data to provide you with services. We also use it to prevent and detect fraud. You need to know that we undertake regular local and national anti-fraud initiatives. This means we may share the information you have given to us with organisations that are responsible for auditing and administering public funds to detect fraud. For more information, visit www.southwark.gov.uk/fraud. We will process your personal information under the Data Protection Act 1998. We will not share your information with any other organisation without your consent, unless it is lawful to do so.

IMPORTANT INFORMATION: You have a duty to inform the revenues and benefits service about any changes in your circumstances or any changes in the circumstances of any of the members of your household. You can do this online at: www.southwark.gov.uk/changeincircumstance

COUNCIL TAX FINANCIAL INFORMATION

Name:

Council Tax Account Number:

Please fill in Part A & C if you are working OR fill in Part B & C if you are not working

Part A - If you are working

Name of Employer

Address of Employer

Employer's Email address

Work payroll number/National Insurance Number

Date of Birth

Net wages/salary (After tax)

£

weekly/monthly

Part B - If you are not working

Type of benefit
(I.e. Income Support/Job Seekers Allowance)

National Insurance Number

Date of birth

If you and your partner claim benefits jointly,
please state which of you receives payment

Address of Benefit Office where you claim

Other income

Please state how much you get and how often

£

weekly/monthly

Failure to provide this information or providing false information may result in you being fined up to £1,000, as well as you getting a criminal record

Part C - You must sign and date this section

Mobile:

Home Tel No:

Email:

Signed:

Print name:

Date:

Data Protection Act 1998: The information on this form will be used to help the Council decide on liability for Council Tax. The information will only be used in connection with the billing, collection and recovery of local taxes and revenues, including the calculation of any relief. The data may be provided to other local authorities for local taxation purposes only and also to the Council's auditors. This authority is under a duty to protect the public funds it administers and to this end may use this Information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for those purposes.

Return to: Southwark Council Tax Service, PO BOX 68763, London SE1P 4DJ



