

Your account reference is **XXXXXXXXXX**  
For enquiries about this notice:  
Contact us: [angliarevenues.gov.uk/eccontactus](http://angliarevenues.gov.uk/eccontactus)  
Or phone: 01842 756587 choose option 2



Council Tax payers  
Address1  
Address2  
Address3  
Address4  
POSTCODE

This notice is for:  
Prop Address1  
Prop Address2  
Prop Address3  
Prop Address4  
POSTCODE

Property Band C

Date of Issue: DD.MM.YYYY

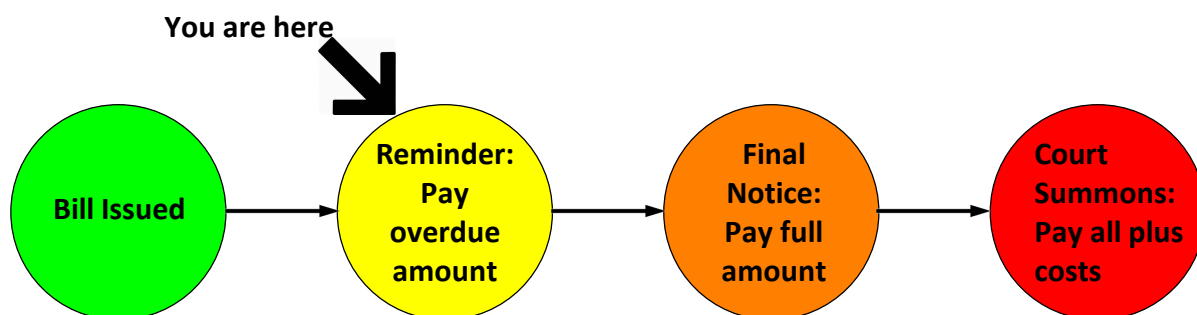
**Council Tax  
Reminder**  
DD.MM.YYYY to DD.MM.YYYY

Dear Sir/Madam

It appears we have not received your monthly Council Tax payment and you now owe **£XXX.XX**.

If you have paid your Council Tax, and it is up to date, please ignore this reminder. This is the second time we have sent you a reminder letter. If your payment is late for a third time, we will not send you another reminder and you will not be allowed to continue paying by instalments.

If you have not paid your latest instalment, **please pay £XXX.XX within the next 7 days using one of the methods shown over the page**. If you do not pay by DD.MM.YYYY, then a final notice will be issued and you will have to pay the rest of this year's Council Tax in one go.



If you cannot pay what you owe please tell us straight away. There may be help or advice we can offer.

If you have any questions about your bill or this reminder, please contact us using our contact form or phone number shown above. Always remember to tell us your account reference when you contact us.

**Payment Summary YYYY/YYYY**

| Instalment | Due Date   | Amount Outstanding |
|------------|------------|--------------------|
| £XXX.XX    | DD.MM.YYYY | £XXX.XX            |

## Do it online

**[angliarevenues.gov.uk/eastcambridgeshire](http://angliarevenues.gov.uk/eastcambridgeshire)**



**Go paperless. Sign up today to receive your bill electronically**

- help to save trees and reduce carbon
- manage your Council Tax account at a time that suits you
- make the switch today at **[angliarevenues.gov.uk/eastcambridgeshire](http://angliarevenues.gov.uk/eastcambridgeshire)**



**More than 80% of people pay their Council Tax bills by Direct Debit - it's the UK's favourite way to pay bills**

- trust Direct Debit to put you in control of your bills
- the Direct Debit Guarantee protects you in the rare event that there is an error in the payment of your Direct Debit
- sign up now at **[angliarevenues.gov.uk/eastcambridgeshire](http://angliarevenues.gov.uk/eastcambridgeshire)** or by calling us on 01842 756 567
- set up a Direct Debit and never forget to pay your Council Tax bill again



**Online banking payments**

If you choose this method to pay you must:

- tell your bank to make the payment at least 7 days earlier than the due date
- give your Council Tax account reference of **XXXXXXXXXX** as the payment reference
- pay East Cambridgeshire District Council, sort code 52-41-19, account number 43136052

## Other ways to pay your Council Tax



**We accept debit and credit card payments 365 days of the year**

Go to **[angliarevenues.gov.uk/eastcambridgeshire](http://angliarevenues.gov.uk/eastcambridgeshire)** to pay online any day, any time; or call 0300 456 0692 to pay using our 24 hour automated phone payment line. You will need your credit/debit card and your Council Tax account reference from the front of this bill. Phone calls are charged local rate from a BT landline. Other operators and mobile phone charges may vary.



**By Post** Send cheques to East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE. You **MUST** quote your Council Tax account reference as shown on the front of this bill on the back of your cheque.

## Council Tax information



**Are you behind with your Council Tax payments?**

If you fall behind with your Council Tax payments you may lose the right to pay by instalments and the Council may ask you to pay all you owe straight away, or even take you to court. Tell us if you miss a payment. We will try to help you stay in control of your bill. Help with managing debt is also available at MoneyHelper **[moneyhelper.org.uk/en](http://moneyhelper.org.uk/en)**. To see if you are entitled to Council Tax support, go to **[angliarevenues.gov.uk/eastcambridgeshire](http://angliarevenues.gov.uk/eastcambridgeshire)**



**Moving home? Change of circumstances? Let us know**

Moving home and people moving into or out of your home are likely to affect your Council Tax bill and **you need to tell us as soon as you can** at **[angliarevenues.gov.uk/eccontactus](http://angliarevenues.gov.uk/eccontactus)**



**Council Tax instalments**

You can pay your Council Tax in 12 monthly instalments from April to March, instead of 10. Whichever way you choose to pay you must tell us if you wish to change to 12 monthly instalments and provide your Council Tax account reference. **[angliarevenues.gov.uk/contact](http://angliarevenues.gov.uk/contact)**

If your instalments change we are required to give you 14 days notice. This may mean that an instalment is missed and subsequent instalments could be effected.

## Data Protection and Data Sharing

Any personal information shared with us in regards to your Council Tax bill will be processed, protected and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. Your Council Tax information may also be shared where we have a legal requirement to do so, for example bodies responsible for auditing, administering public funds and statistical analysis, or for the purpose of preventing and detecting fraud. We may also use your data for purposes of electoral registration but this does not mean you will be automatically registered to vote. For more information go to: **[www.eastcambs.gov.uk/notices/privacy-notice](http://www.eastcambs.gov.uk/notices/privacy-notice)**