

# Payment notice for Council Tax, Water and Sewerage charges

(Local Government Finance Act 1992)

MRS SOUMITA DHAR & MR SAMRAT DHAR  
18/3 DUNSMUIR COURT  
EDINBURGH  
EH12 7TD

## Go paperless, view your account online

<https://myaccount.edinburgh.gov.uk/>

All you need is:  
your online account number  
your post code  
and your unique PIN number

## Council Tax Account Number:

**97140684718**

**Please use this when contacting us  
or when making payment**

If you have any queries about your bill,  
please contact us online  
[www.edinburgh.gov.uk/counciltax](http://www.edinburgh.gov.uk/counciltax)

**Financial year:** 2018/2019  
**REASON FOR ISSUE:** Annual  
**Date of issue:** 12 March 2018

**For Property:**  
18/3 DUNSMUIR COURT  
EDINBURGH  
EH12 7TD

Your Council Tax, water and sewerage charges for 2018/2019 are shown below.

Your Council Tax band is **C**.

The yearly Council Tax charge for your band is	£	1102.39
The yearly water charge for your band is	£	179.92
The yearly sewerage charge for your band is	£	208.88

You have to pay for 365 days between 01 April 2018 and 31 March 2019

Your Council Tax charge for this period is	£	1102.39
Your water charge for this period is (includes discount)	£	179.92
Your sewerage charge for this period is (includes discount)	£	208.88

<b>Your total charges are</b>	<b>£</b>	<b>1491.19</b>
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Total adjustments (* detailed below as applicable)	£	0.00
Less the amount you have paid to 25 February 2018	£	0.00
<b>The total amount you have to pay is</b>	<b>£</b>	<b>1491.19</b>

**Your instalments are one payment of £150.19 on 05 April 2018 and nine payments of £149.00 on the 5th of each month until 05 January 2019 inclusive.**

Complete a form online at [www.edinburgh.gov.uk/counciltaxdirectdebit](http://www.edinburgh.gov.uk/counciltaxdirectdebit) to pay by **direct debit**, the easiest and most convenient way to pay. Did you know that you can pay over 12 months, using this method? Alternatively, you can pay **online** at [www.edinburgh.gov.uk/payit](http://www.edinburgh.gov.uk/payit)

## **Pay by Direct Debit**

**150,000** Edinburgh households and businesses pay by direct debit. If you join them:

- You can choose to pay on the 1<sup>st</sup>, 5<sup>th</sup>, 16<sup>th</sup> or last day of the month
- You can choose to spread your payments over 12 months instead of 10
- Your payments will be set up automatically for next year

To pay by direct debit, complete a form online at [www.edinburgh.gov.uk/counciltaxdirectdebit](http://www.edinburgh.gov.uk/counciltaxdirectdebit)

## **Other ways to pay – You Must Include your Council Tax Account Number as the Payment Reference**

- By Debit card. Call our free line on 0800 783 1719 and have your card and Council Tax Account Number ready. Available 24 hours/7 days a week.
- Telephone or Internet banking.  
Pay directly to our Bank Account: The City of Edinburgh Council, Sort Code 83-06-08 Account No. 00740589
- At the Post Office or Pay Point, using your plastic Council Tax payment card.
- In Person, by visiting one of our Local offices.

**What happens if I don't pay?** We must receive your full Council Tax instalment on or before the payment date. If we don't, we will ask you to make the missed payment within 14 days. If payment is not made within 14 days, a summary warrant will be raised to recover the debt and the full balance due passed to Sheriff Officers for collection. At this stage a 10% surcharge is added to the outstanding balance. Please contact us immediately if you have difficulty paying your Council Tax.

**Who pays the Council Tax?** The person or people named over the page should pay the Council Tax. Married couples living together and those who live together as if they were husband and wife are jointly and severally liable for the Council Tax and other charges for the property, as are joint owners, joint tenants, civil partners and those who live as if they were civil partners.

**What are valuation bands?** Houses are placed in one of eight valuation bands depending on their value. The Council Tax you pay depends on the band your house is placed in. This is decided by The Assessor for the Lothian Valuation Joint Board. If you disagree with their decision you can write to them within 6 months of becoming liable for Council Tax at 17A South Gyle Crescent, Edinburgh, EH12 9FL, or email [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk). **In the meantime you must still pay your Council Tax.**

## **Discounts, Exemptions and Reductions**

You may be able to get a discount or full exemption on your Council Tax. Some reasons for discounts and exemptions include:

- If you are the only person over 18 living in the property
- If the property is empty or uninhabitable
- If you, or someone living with you, is a full time student
- If you, or someone living with you, is severely mentally impaired
- If you, or someone living with you, is permanently disabled
- If a member of your household, is in hospital or a care home

To find out if you are entitled to a discount or exemption, see a full list of reductions, or make an application on our website [www.edinburgh.gov.uk/counciltax](http://www.edinburgh.gov.uk/counciltax).

If you are on a low income and have difficulty paying your council tax, you can claim Council Tax Reduction. [www.edinburgh.gov.uk/claimbenefits](http://www.edinburgh.gov.uk/claimbenefits).

Some properties may be subject to a 100% Council Tax surcharge if they have been unoccupied for more than 12 months. For more information, please refer to our website [www.edinburgh.gov.uk/emptyhomes](http://www.edinburgh.gov.uk/emptyhomes).

If we have reduced your charge, we do it on the assumption that the reasons why you are entitled to a reduction continue to the end of the financial year. If your circumstances change or your reduction is incorrect, you must tell us immediately or you may be charged a penalty fee.

**What if I disagree with my Council Tax bill?** If you disagree with this bill you can complete our online form at [www.edinburgh.gov.uk/counciltax](http://www.edinburgh.gov.uk/counciltax). If you disagree with the Council Tax Reduction, you can request a review. Your request must be made in writing, giving your reasons, and be received by the Council, no more than 2 months after the notice was issued. **In the meantime you must still pay your Council Tax.**

**Who decides what water and sewerage charges I must pay?** We have to bill and collect unmetered water and sewerage charges on behalf of Scottish Water. For more information go to [www.scottishwater.co.uk/charges](http://www.scottishwater.co.uk/charges) or you can phone Scottish Water on 0800 077 8778 or send an email to [customer.services@scottishwater.co.uk](mailto:customer.services@scottishwater.co.uk).

This authority is under a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of fraud, including using third party credit agencies to assist in this regard. For more information go to [www.edinburgh.gov.uk/fraud](http://www.edinburgh.gov.uk/fraud). This Council complies with the Data Protection Act 1998. For more information go to [www.edinburgh.gov.uk/dataprotection](http://www.edinburgh.gov.uk/dataprotection). If you provide The Council with contact details; we may use them to contact you by telephone, email, text message etc to support the billing and collection service. If you would prefer not to receive electronic communication please contact us using the details on the front of this notice.

Opening hours:		Local Office	Phone
	Monday, Wednesday, Thursday	08.30am – 4.30pm	08.30am – 5.00pm
	Tuesday	10.00am – 4.30pm	10.00am – 5.00pm
	Friday	08.30am – 3.00pm	08.30am – 3.40pm

Phone: 0131 608 1111