

# Pay or challenge a Penalty **Charge Notice**

Use this service to:

- · pay your Penalty Charge Notice
- · make a challenge (if you know you were entitled to free NHS prescriptions or dental treatment at the time, or have an exceptional reason not to pay)



#### Before you start

You will need your reference number. This can be found in the top lefthand corner of your Penalty Charge Notice.

► Have you lost your Penalty Charge Notice?



Pay or challenge a Penalty Charge Notice

#### **What is your Penalty Charge Notice** reference number?

Enter the reference number on your Penalty Charge Notice letter.

Next



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## **Confirming your identity**

Before we can access your Penalty Charge Notice information we need to confirm your identity.

#### What is your date of birth?

For example, 31 3 1980

Day Month Year

Next



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## Enter the total amount due on your **Penalty Charge Notice**

This can be found on your Penalty Charge Notice letter.

£		

Next



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#### What happens next?

We will guide you through some simple online questions. We will:

- ask for some details about the exemption or benefit ticked on your prescription
- · ask about other exemptions or benefits you may have had, as this might be easier for us to check
- · tell you how to send us proof if we can't confirm your exemption straight away

If we can confirm that you held a valid exemption at the time, your Penalty Charge Notice will be cancelled. You will not have to pay any charges.

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Challenge a Penalty Charge Notice

### Did you have a valid prescription prepayment certificate between 1 November and 30 November 2017?



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Challenge a Penalty Charge Notice

### What is your prescription prepayment certificate reference number?

Enter the reference number on your prescription prepayment certificate.

I do not have a reference number

Next

#### ✓ Thank you

You do not have to pay any charges.

We have matched your exemption based on the additional details you have provided. This Penalty Charge Notice has now been cancelled.

#### Things you should check

- · Make sure your GP, dentist, any benefits organisations have your correct name and address.
- · Make a note of the expiry date on your exemption certificate. If your card has expired do not continue to claim.



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#### Feedback

Leaving feedback only takes five minutes. Your comments are extremely helpful and will help us to provide a better service.

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