

Private and confidential

Mrs Jarrod Kissler

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SE1 4EZ

01 May 2020

Dear Mrs Jarrod Kissler,

Thanks for contacting us about the following case(s):

Our reference	Who you owe money to (our client)	Client's reference	Total amount you owe
9567676	HMCTS London SE & C (Warrant)	19106475I	£8.00

We agree to this payment plan:

1. £8.00 on 01/05/2020

It is important that you stick to this plan. If you don't, an Enforcement Agent will visit you to collect the total you owe, which may result in more fees (set by law) being charged.

You can find details of 'how to pay what you owe' on the following page(s). Remember to make sure that the money is available for your chosen payment method, as a failed or missed payment by the agreed date will break the payment plan.

We look forward to you completing this payment plan, so we can close this case for you.

Yours sincerely,

Customer contact team
Collectica Ltd

How to pay what you owe

To **pay through our 24-hour automated payment line**, phone **0333 320 1100***.

To **pay online**, please go to the website at <https://payments.collectica.co.uk>.

To **speak to an operator to make a payment, or to discuss direct-debit options**, phone **0333 320 2234***.
Our opening hours are 8am to 8pm Monday to Friday, 8am to 4pm on Saturdays.

To **pay by bank transfer or standing order**, use the following details, and quote our reference number shown on the front of this notice to make sure we know what the payment is for.

Sort code: 30-95-74.

Account number: 00627143.

* Calls from a landline will be charged at the local rate. Charges for calls from a mobile may vary.

Important:

To make sure your payment is cleared by the agreed payment plan date(s), please check the relevant clearing times associated to your chosen payment method.

If you don't quote your reference number, we may not have enough information to update our records to show you've made payment.

If we can't tell which account, customer or client a payment is for, we will hold the money (called an ~~un~~attributed payment) in suspense for up to 180 days. This means we won't touch it for that time. After that time, we may keep this money. If a customer later shows us proof that they made an unattributed payment, we will apply it correctly or refund the customer.