

Your Council Tax Bill Explained: What's on the Front Page

Shown below is an example Council Tax Bill:



CITY OF
Lincoln
COUNCIL **1**

COUNCIL TAX BILL 2021/22 **3**

Working in partnership with the North Kesteven Council

Mr and Mrs A.N.Other
1 XXX Street
Lincoln
LN? ?NX **2**

Revenues & Benefits
PO BOX 1257,
Lincoln **4**
LN5 5PQ
Email: counciltax@lincoln.gov.uk
Website: www.lincoln.gov.uk
Telephone: (01522) 873355
Minicom: (01522) 873693 **5**
Date: DD-MMM-YYY.
Reference Number: REF NO. **6**

This bill has been created because of **7**

Go paperless today! Register at www.lincoln.gov.uk/ebills

The address of the property giving rise to this charge (if different) is:

8

How the Tax is arrived at for this property	% Change	AMOUNT £
Valuation Band: A 9		
Property Reference: 10		
	Lincolnshire County Council	
	City of Lincoln Council	11
	Lincs Cc Adult Social Care*	
	Police Commissioner	
*The council tax attributable to Lincolnshire County Council includes a precept to fund adult social care	TOTAL CHARGE :	12

Charge for Period Band A:	1 ST APR 2021	31 MAR 2022	£1277.24
Single Person Discount	1 ST APR 2021	31 MAR 2022	- £319.31
	13		

Register to pay this bill by direct debit at
www.lincoln.gov.uk/ctdirectdebit

AMOUNT PAYABLE

£957.93 **14**

15 If your bill is being reduced by a discount, exemption or reduction, or increased by a Premium and your Circumstances change which might affect the amount of the reduction or increase, you must tell the Council about the change within 21 days or you might incur a penalty of £70. In some circumstances you might be prosecuted for failing to report the change.

WHEN AND WHAT TO PAY:

INSTALMENTS TO BE PAID BY: DIRECT DEBIT on 1st (10 Monthly) **16**

Message **17**

Instalment plan **18**

Key

Each section on the first page of a Council Tax Bill has a number.

The numbers match up to a description in the table below.

Number	Description
1	The logo of the Local Authority that issued your bill
2	The name and address that this bill is sent to – this should have two or more names if you are jointly and severally liable for the council tax.
3	The year that this bill relates to
4	Our correspondence address
5	Other ways to contact the council including email and phone calls.
6	The reference number for your account at this address. If you contact the council, it would be a great help if you could quote this number. This helps us identify your account quickly and ensures that we are not breaching data protection rules.
7	This explains why you have had a bill – this may be your annual bill, or a new occupier, or a closing account because you have moved address.
8	This shows the address that the council tax is for if it is different to the address that is shown in (2) above.
9	This is the Valuation Band of your property. This is assessed by the Valuation Office and if you dispute this you should contact the valuation office directly – you must continue to pay your council tax bill even if you dispute the banding value.
10	This is a reference number of your property. This is the number that the Council will use when dealing with the Valuation Office. So, if you are disputing your band with the Valuation Office, this is the number that they will need from you.
11	These are the charges for each of the organisations shown. These organisations are called the precepting authorities. You pay all your council tax to the City of Lincoln Council and we distribute the council tax to the precepting authorities as shown on your bill. This also shows you how much your charge has changed since last year for each of the precepting authorities
12	This is the total charge for a property in this Band for the year. This is not necessarily how much you will have to pay – see (13)
13	This is the body of your bill. Here you will see any discounts, exemptions, or council tax support that you are entitled to. This will show the amount of the credit and the dates that this is for.

Number	Description
	Occasionally we will review these discounts to see if you are still entitled to receive them.
14	This is the remaining amount that you must pay once the discounts, exemptions or council tax support have been taken off.
15	You must tell the Council within 21 days if you are no longer entitled to a discount, exemption, or council tax support. If you do not, you may have to pay a penalty of £70.00 and in some cases you might be prosecuted for not letting us know.
16	<p>This tells you how you should pay. If you do not pay by direct debit, this will just show as a cash payment.</p> <p>Direct debit is the easiest way to pay, and this can be set up over the phone.</p> <p>Direct debit dates are monthly, and you can have 1st, 8th, 15th, 22nd or 29th</p>
17	This is a space for a message. This is often about whether there is a brought forward credit or debit or tells you if there is a liability order from the court on an unpaid debt.
18	<p>This is your instalment plan. On your annual bill sent in March, your first instalment would be in April and your last would be in January. You can have this from April to March, but you will need to request this.</p> <p>If you move into a property after April, your instalment plan will start at least 14 days after the date on your bill and this will automatically end in February unless you ask for it to end in March.</p>

How to request this information in an alternative format

If you require this information in an alternative format, or if you have a question, please contact customer services for support:

email customer.services@lincoln.gov.uk

call **01522 873 355**

or write to:

**City of Lincoln Council,
City Hall,
Beaumont Fee,
Lincoln,
LN1 1DD**