

1 INVOLVEMENT ID: 1234567

2 ACCOUNT NO: 987654321

3 DATE OF ISSUE: 11<sup>th</sup> March 2014

PROPERTY

4 CUSTOMER NAME

5 CORRESPONDENCE ADDRESS

6 CUSTOMER NAME

PROPERTY ADDRESS

ANNUAL CHARGE 2014/15	Council Tax	Water	Waste Water	Total
Property Band 7 D	£1,118.00	£190.17	£220.68	£1,528.85
Disabled Relief (see note 5) 8				9

You are liable to pay the following Council Tax, Water and Waste Water Charges for the above property. Payments are due from April to January inclusive.

10 Period of Charge	Days	Council Tax	Water	Waste Water	Total
01/04/2014 - 31/03/2015	365	£1,118.00	£190.17	£220.68	£1,528.85
Empty Property Variation 11		£1,118.00			£1,118.00
<b>12 DEDUCTIONS</b>					
Discount					£0.00
Exemption					£0.00
Rebate / Reduction					£0.00
Water & Waste Water Charge Reduction					£0.00
<b>NET AMOUNT DUE</b>		£2,236.00	£190.17	£196.81	£2646.85
Cash paid to 02/03/2014 including transfers					£0.00
		The breakdown of the above deductions is for information only and may contain rounding differences. The values in the total column are the correct amount payable.			14
<b>NET AMOUNT PAYABLE</b>				15	£2646.85

**16 NOTES**

Please read the notes overleaf which contain important information.

Go paperless and view your Council Tax bill online. Sign up at [fifedirect.org.uk/ctaxonline](http://fifedirect.org.uk/ctaxonline).

Fife Council administration has not raised Council Tax.

Refer to the enclosed leaflet from Scottish Water for information on water and waste water charges.

If we have applied a discount or exemption above and you believe you are not entitled you must let us know within 21 days. Failure to do so may result in a penalty of up to £500.

**AS YOU HAVE CHOSEN TO PAY BY DIRECT DEBIT YOU DO NOT NEED TO TAKE ANY ACTION.**

Payments will be called on the due date or any day thereafter in accordance with the Direct Debit scheme.

**DETAILS OF PAYMENTS REQUIRED**

Please ensure payments are made as detailed.

17 1 payment of £306.85  
9 payments of £260.00  
from 01/04/2014 to 01/01/2015  
both dates inclusive

**18 MISSED INSTALMENTS**

Direct Debit failures will be re-presented to your bank after 7 days with no further notification to yourself.

A missed instalment, which remains unpaid, could result in the facility to pay by Direct Debit being withdrawn and will result in recovery action.

During the financial year, if your Direct Debit is not paid for 2 consecutive months or any 3 months, even if you paid the missed instalments, you will be removed from the Direct Debit scheme.