

Supplement

Appendix A. Control Letter

Issue Date

**Medway Council, Gun Wharf,
Dock Road, Chatham, Kent ME4 4TR
Email ctax@medway.gov.uk**

Re:

Account No:

COUNCIL TAX REMINDER NOTICE

Please do not ignore this notice as it is a legal document

Your latest instalment payment is overdue by at least 10 days and you are currently in arrears by the sum of £ XXX.

The above arrears plus any amount that falls due within the next 7 days from the date of this notice means that you need to pay £ XXX within the next 10 days. Details on how to pay are shown overleaf.

Why not avoid receiving these letters being sent in future by paying by direct debit? Join over 65,000 Medway residents by simply completing the online direct debit form at www.medway.gov.uk/pay

If you cannot pay the full sum shown above in **bold** or have any queries about this letter, please contact the Council as a matter of urgency.

If you do not pay the amount within 10 days or contact the Council to make an agreed arrangement, then **your instalment arrangement will be cancelled**. This is extremely important because it means that you would have to pay the balance of the year's council tax **in full**. This currently stands at £ 50.00. You would also then have to pay this amount within a further 7 days and if you failed to do this we could start court proceedings which may incur additional costs.

For information – if you have other council tax debts for this account they are not included in this notice but for clarification are:

- Subject to Court Proceedings = £
- Outstanding from Other Years = £

Appendix B. Enforcement Salience Letter

Medway Council, Gun Wharf,
Dock Road, Chatham, Kent ME4 4TR
Email: ctax@medway.gov.uk

Re:

Date: [date]

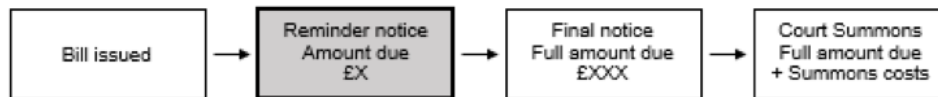
Account No: [account no]

COUNCIL TAX REMINDER NOTICE

Dear [Insert name]

You are behind with your Council Tax payments. Please pay [£XXX] within the next 7 days.
See below and overleaf for details of how to pay.

You are currently at the reminder notice stage of the process:



Direct debit is the simplest and safest way to pay. Sign up today at www.medway.gov.uk/pay.

If you do not pay by the [insert date] then the balance of [full years amount balance] for the year's Council Tax will be due by the [date]. If you cannot pay please contact the Council as a matter of urgency.

Appendix C. Social Norm Letter

Medway Council, Gun Wharf,
Dock Road, Chatham, Kent ME4 4TR
Email: ctax@medway.gov.uk

Re:

Date: [date]

Account No: [account no]

COUNCIL TAX REMINDER NOTICE

Dear [Insert name]

You are behind with your Council Tax payments. Please pay [£XXX] within the next 7 days.
See below and overleaf for details of how to pay.

96% of Medway Council Tax is paid promptly. You are currently in the very small minority of people who have not paid on time.

Direct debit is the simplest and safest way to pay. Sign up today at www.medway.gov.uk/pay.

If you do not pay by the [insert date] then the balance of [full years amount balance] for the year's Council Tax will be due by the [date]. If you cannot pay please contact the Council as a matter of urgency.

Appendix D. Number of Households by Month

TREATMENT ASSIGNMENT	July	August	September
Enforcement	1,029	1,011	1,065
Social Norm	1,049	1,044	959
Control	1,043	1,028	902
Total	3,121	3,083	2,926