



Read the Council Tax notice and answer the questions that follow

Issue Date : 21/01/2017
Account Ref:7899897

Property Address:
1 Sop Way
Mapledon
ST14 22P

9 Sun Road
Bishop's Stortford
Hertfordshire
CM24 2EE

COUNCIL TAX REMINDER

Dear MRS SAMANTHA BAY,

Our records show that you are behind with your Council Tax instalments for the year 2017.

AMOUNT DUE NOW

£125.00

**AMOUNT DUE IF NOT PAID
AS REQUESTED**

£1,259.97

You can pay by calling 1234 567 8910

The amount due in the first box should reach us no later than 14 days from the date of this letter otherwise we will cancel the instalment arrangement and you will have to pay the whole amount due for the year in the second box. If you do not pay after that, the next stage is to issue a court summons and you will have to pay the whole amount due for the year of £1,259.97 plus costs of £95.00.

If you are having difficulty in paying or have a query about the amount due please telephone or email us on the above contact details.

Thank you for paying your council tax, it pays for vital local services including social care, education, road repairs and bin collection. Most of our residents pay their council tax on time.

Melly Right
Head of Council Tax and Business Rates

COUNCIL TAX READING EXERCISE

1. What is the name of the person who wrote the letter?
2. Who is this letter addressed to?
3. What is the reason why this letter was sent?
4. How much is owed?
5. How many days does this person have to pay?
6. What is going to happen if the person doesn't pay on time?
7. What should the person do if he or she can't pay on time?
8. What else would the person have to pay for if he or she doesn't pay on time?
9. How does paying council tax help the council?
10. Is the council having difficulty getting payments for council tax from most council tenants ?

ANSWER SHEET

COUNCIL TAX READING EXERCISE

1. What is the name of the person who wrote the letter?

Melly Right

2. Who is this letter addressed to?

Mrs Samantha Bay

3. What is the reason why this letter was sent?

She hasn't paid her council tax on time.

4. How much is owed?

£125.00

5. How many days does this person have to pay?

Fourteen days

6. What is going to happen if the person doesn't pay on time?

£1,259.97

7. What should the person do if he or she can't pay on time?

Contact the council

8. What else would the person have to pay for if he or she doesn't pay on time?

£95.00 extra costs

9. How does paying council tax help the council?

It pays for vital local services including social care, education, road repairs and bin collection.

10. Is the council having difficulty getting payments for council tax from most council tenants ?

No, as most people pay on time.