

# How you can pay your Council Tax

**Direct Debit** – Now is the ideal time to arrange a direct debit to pay your Council Tax. It's easy, it's safe and once you've set it up you don't have to worry - your bank or building society will do the work.

Payments can be made on either the 1<sup>st</sup> or 15<sup>th</sup> of each month- The choice is yours.

Direct debit is the safest and most convenient way to pay because once it is set up each month's instalment is paid on time, year on year and regardless of adjustments made to your instalments.

You can forget cheques, stamps, posting of letters and queuing at counters payments are made for you by your bank or building society.

You remain in control, and have a money back guarantee in the unlikely event of a mistake being made.

Remember - direct debit is an automated system of payment, not an automatic one, so you have time to check anything you do not understand or agree with. Under the rules of the direct debit guarantee any payment which breaks the terms of your agreement will be refunded immediately. This payment method is also cheaper and simpler for us to administer, which benefits everyone in our community.

If you wish to pay by direct debit, ring us now on (01727) 819204/819205

**Automated telephone payments** – The Council operates an automated telephone payment line for payments by debit card or credit card for amounts of less than £4000. This is available 24 hours a day, 7 days a week. The automated telephone number is **(01727) 862956**.

Please note that a transaction fee of 2% will be added to your payment if you choose to pay by credit card.

**On Line Payments** – You can make payments via the internet by debit card on the Council's Website. From the homepage go to "ways to pay" and then to "on-line" payment.

**Standing Order** - If you wish to pay your Council Tax by standing order, in addition to your Council Tax reference number, you will need the Council's Bank details shown below:

Bank Account Number: 01403818 Sort Code: 40:40:01

**At the Post Office** – By cash, debit card, cheque or postal order with a payment card. If you do not have a payment card please let us know and we will arrange to send one to you.

**At any retail outlet displaying the payzone sign** – By cash, debit card or postal order with a payment card. Again, please let us know if you don't have a payment card and we will arrange to send one to you.

**In person at the Council Offices** – During normal office hours by cheque, postal order, debit card or credit card. Please note that a transaction fee of 2% will be added to your payment if you choose to pay by credit card.

**By post** – Payment by cheque or postal order can be sent directly to our offices. Payments should be made payable to "St Albans District Council". Please ensure that you quote your Council Tax account number if you send a payment by post.

