Council Tax Ref:			
Summons case nur	mber:		
Issue date:			
	Leicester Magist	rates' Court Council Tax Summons	
	This summons inclu	ides payments received up to:	
Complaint has been r	nade today to me, the ur	ndersigned authorised officer / Justice of the Peace,	by an officer duly
authorised by resolution	on of the Billing Authority	for Leicester City, to institute and carry on proceeding on or company duly assessed to pay the Council Tax of	s in relation to the
City, in and by the Co	uncil Tax set and dated a	as mentioned below, have not paid the charge (or any	
owe the sum shown b	elow.		
YOU ARE THERE	FORE HERERY SLIMMO	NED to appear before the magistrates' court due to sit	t at·
100 AIRE MIERE	ONE FIERED FOOMING	TALE to appear before the magistrates count due to si	i ui.
		to show cause why a liability order should	d not be issued.
	Su	ımmary of total sums due	
	n incurred as follows:	·	
	liability period(s) shown basts for obtaining the sumr		
(Including £3.00 Mag	agistrates' Court fee)		
Total amount pay	able including costs:		
Dated:			
0			
Signed: lustice of the Peace		Authorised Officer	
		·	
Date Charge Set	Financial Years	Schedule of Charges Due Address	Amount
Date Charge Set	Filialiciai Teals	Auuress	Payable

If the total amount payable (including costs) of:

shown on this summons is paid in full before «HearingDate» no further action will be taken and there will be no need to attend Court. However, if the total amount is not paid before the court hearing date, an application for further costs of £18.00 will be made at the hearing.

Details of how and where to pay are shown on the back of this summons - payment in respect of this summons must not be sent to the Magistrates' Court.

How and where to pay your Council Tax

Direct debit – this is the easiest and most convenient way to pay. Visit **leicester.gov.uk/ddpayments** to set this up.

Online or telephone – pay by debit or credit card 24 hours a day at **leicester.gov.uk/payments** or telephone 0116 454 1012.

Pingit – scan the QR code with the Pingit app on your smartphone or tablet

PayPoint – if you cannot pay by any of the above methods, please use the barcode above to pay at any PayPoint outlet. Keep the receipts for your records. There is no extra charge for cash payments.

If you cannot pay the full amount we may consider a payment arrangement. However, **no arrangement will normally be considered unless it is paid by direct debit and supported by your employment/income details**. To make an arrangement, you must contact us <u>before the day of the hearing</u> using the details below by phone, email, or by visiting our customer service centre at York House.

Please note that if you want to discuss your council tax at our offices, you will need to make an appointment in advance. If you are in financial difficulty and would like to talk to someone about it, the agencies listed below offer free, specialist advice.

If you make an arrangement, a Liability Order will still be obtained (there is no need for you to attend Court), and no further action will be taken as long as the arrangement is maintained.

If the Magistrates agree that you owe this tax and that you have not paid the full amount outstanding, they will grant a Liability Order. This order means that:

- a) You will be asked for details of your income and expenditure (and that of any other person jointly liable to pay the Council Tax with you).
- b) Money can be deducted from your wages, Income Support, Job Seeker's Allowance, Employment & Support Allowance, Universal Credit or Pension Credit.
- c) An enforcement agent can visit your home and take goods to sell to pay for your debt. This action may add substantial costs to the amount you have to pay.

If you believe you are not responsible to pay the charge you need to let us know immediately. Our contact details are as follows:

Address: Revenues & Customer Support Service, Leicester City Council, York House, 91 Granby Street,

Leicester, LE1 6FB

Telephone: 0116 454 1005 E-mail: <u>council.tax@leicester.gov.uk</u>

Having difficulty paying?

You can get free specialist, tailored advice from:

Citizens' Advice LeicesterShire leicscab.org.uk

0300 330 1025

Community Advice and Law Service

cals.uk.net 0116 242 1120

Trinity Money Advice Leicester

contact@trinitymoneyadvice.org.uk 0116 319 2636 or 07512 677072

Christians Against Poverty

capuk.org

0800 328 0006You may be able to claim **council tax discretionary relief** if you are experiencing severe financial hardship. Find out more and claim online at <u>leicester.gov.uk/dhps</u>