Council Tax: Request for a Payment Arrangement and a Reduction

Council Tax (Administration and Enforcement) Regulations 1992 · regulation 21

YOUR NAME
[YOUR FULL NAME]

YOUR ADDRESS
[YOUR ADDRESS]

DATE
[DATE]

COUNCIL
[COUNCIL NAME AND COUNCIL TAX ADDRESS]

COUNCIL TAX ACCOUNT NUMBER
[ACCOUNT NUMBER ON YOUR BILL]

Dear [COUNCIL NAME],

I am behind with my council tax and I want to agree payments I can keep to.

[IF THE WHOLE YEAR HAS NOT YET FALLEN DUE:] Under regulation 21(1A) of the Council Tax (Administration and Enforcement) Regulations 1992, please spread this year's bill over 12 monthly instalments and send me a new bill.

[IF THE WHOLE YEAR HAS FALLEN DUE, OR YOU HAVE A SUMMONS OR LIABILITY ORDER:] Please agree an arrangement for me to pay £[AMOUNT] a month. My budget is enclosed and shows this is what I can afford after my essential costs.

[ONLY IF YOUR ACCOUNT IS WITH ENFORCEMENT AGENTS:] The government's good practice paper on collecting council tax arrears says councils can call action back from enforcement agents at any time (paragraph 4.5). Please consider doing so while we agree this.

Please also consider me for your council tax reduction scheme and for a reduction under section 13A(1)(c) of the Local Government Finance Act 1992.

[ONLY IF IT APPLIES:] I am the only adult living here, so please apply the single person discount.

Please confirm in writing what you agree, including the amount, the payment date and the balance it covers.

Please contact me in writing at the address above.

Regards

YOUR FIRST NAME
[YOUR FIRST NAME]

> *For council tax in England and Wales. Send your Budget Planner summary with it and keep a copy and proof of sending. Full explanation: therealdebtguy.com, search council tax arrears.*

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