

### **Stay ahead of the game – be prepared.**

Preparations are now underway to produce the Council Tax bills that will be issued to everyone in March. Our aim is to help our customers to avoid getting behind with the bills in these difficult times. One way we can do this is to make sure your account is set up correctly, using the method of payment you choose to use when the bills are first issued.

Below are all the alternative ways you can make payment, many of which require no formal setup. **If you do not want to change your current method of payment used last year - you do not need to take any action.**

If you would like either a stress free, easily maintained Direct Debit or, make payment in the community at your local Post Office or PayPoint you will need to contact us to set this up.

#### **To set up a Direct Debit:**

Contact us on 0845 072 6000 to set this up. Please have your account details to hand. Alternatively you can complete the Direct Debit mandate on the website at [www.angliarevenues.gov.uk](http://www.angliarevenues.gov.uk)

#### **To receive a Payment card to use at the Post Office or PayPoint:**

Contact us on 0845 072 6000 or email [counciltax@angliarevenues.gov.uk](mailto:counciltax@angliarevenues.gov.uk) please state your account reference, name and address. **If you used a payment card to pay last year you can continue to use the same one, there is no need to request another.**

**You do not need to contact this office** if you wish to use any of the following methods of payment.

**By telephone** ~ you can make a payment over the automated telephone line using your debit card. Please telephone 01353 616492 or 01353 616493.

There is an additional charge for payments made by credit card.

**Over the Internet** ~ payment can be made by using the Internet. Simply log onto our website at [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) and click on 'payments' or [www.angliarevenues.gov.uk](http://www.angliarevenues.gov.uk) and click on 'make a payment'

**Standing Order** ~ can be set up using the following information. Co-operative Bank plc, Cambridge Branch, sort code: 089043, account ref: 61514959 quoting your council tax account reference.

**By post** ~ please send a cheque made payable to East Cambridgeshire District Council to The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE. Please write your account number on the back of your cheque.

**(Post dated cheques are not accepted.)**

Cash is not accepted at any of the East Cambridgeshire District Council offices.