

# Your Council Tax Notice Explained



Postal Address:  
PO Box 36  
Glasgow  
G1 1JE

WEBSITE & ONLINE HELP:  
[www.glasgow.gov.uk/ct](http://www.glasgow.gov.uk/ct)

PAYMENTS LINE: 0141 287 0300  
Lines open 24 hours - 7 days



Private & Confidential 0  
JOE BLOGGS  
136 TEST ROAD  
GLASGOW  
G1 1JE

BILLED ADDRESS IF DIFFERENT

Your Reference is: 888888888  
Please quote this on all correspondence

Reason for issue: Annual Bill

Date of Issue: 5 March 2022

Bill Number: 27/0

Your Council Tax bill lays out the details of how your charge has been calculated and means of payment. Please click on the text below to show more information on each area.

## Council Tax and Water Service Charges Notice for 2022/2023

Period of Charge - Band B: 01.04.2022 to 31.03.2023

Instalment Profile: (Amount Payable £1393.79 for 2022/2023)

Due Date	Amount	Due Date	Amount
01.04.2022	£3.79	01.09.2022	£150.00
01.05.2022	£150.00	01.10.2022	£150.00
01.06.2022	£150.00	01.11.2022	£150.00
01.07.2022	£150.00	01.12.2022	£150.00
01.08.2022	£150.00	01.01.2023	£150.00

Payment instructions: You currently pay by Quickcard.

PLEASE NOTE PAYMENT SHOULD NOT BE WITHHELD PENDING THE RESULT OF ANY APPLICATION OR DECISION AND THAT RECENT PAYMENTS MAY NOT BE INCLUDED.

### WAYS TO PAY

ONLINE - At [www.glasgow.gov.uk/PayIt](http://www.glasgow.gov.uk/PayIt)

DIRECT DEBIT - Fortnightly, 4 weekly or monthly on the 1st, 8th, 15th, 22nd or 28th

CREDIT/DEBIT CARD - By calling 0141 287 0300 (Lines are open 24 hours)

PAYPOINT OR POST OFFICE - Using the barcode printed below

For information relating to your Water & Waste Water charges please visit:

[www.scottishwater.co.uk/unmeteredcharges](http://www.scottishwater.co.uk/unmeteredcharges)



PayPoint



6331 7790 8000 9611 504



1. Council Tax Reference
2. Reason for bill issue
3. Postal Address
4. Property Address
5. Charge Period
6. Payment profile
7. Payment Method
8. Ways to pay
9. Payment Barcode

## 2022/2023 COUNCIL TAX AND WATER SERVICE CALCULATION

Charges for Band B from 01.04.2022 to 31.03.2023

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Glasgow Council Tax	£1131.67	11
Scottish Water -Water Charge	£172.20	
Scottish Water -Waste Water Charge	£199.92	
Less Reductions ( if applicable )	-£11.50	
Water /Waste Water Charges Reduction	-£29.50	
Council Tax Reduction (see breakdown below)	-£150.00	12
Cost of Living Award		
Plus Additions (if applicable)		
<b>BALANCE DUE FOR 2022/2023</b>	<b>£1393.79</b>	

- 10. Council Tax Band
- 11. Bill calculation details
- 12. Cost of Living Award

### Council Tax Reduction (Breakdown)

Council Tax Reduction Total	-£29.50
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**SAVE TIME  
GO ONLINE**  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

### GO PAPERLESS – Register for your Council Tax e-bill

Environmentally Friendly | Convenient | Secure - sign up at [www.glasgow.gov.uk/ctebilling](http://www.glasgow.gov.uk/ctebilling)

Our website [www.glasgow.gov.uk/ct](http://www.glasgow.gov.uk/ct) will provide more information on:

- How we work out your Council Tax and who is responsible for paying Council Tax
- Appealing against your Council Tax band or who is responsible for paying Council Tax
- If you are having problems making your payments, including late or missed payments
- Council Tax Reduction, exemptions, discounts and disabled persons reduction
- The Council's Budget

The Council collects water and waste water charges on behalf of Scottish Water allowing them to operate and improve services in communities across Scotland. For more details and to view/download a copy of the 2022/23 leaflet visit: [www.scottishwater.co.uk/unmeteredcharges](http://www.scottishwater.co.uk/unmeteredcharges). To find out more about Scottish Water, visit [scottishwater.co.uk](http://scottishwater.co.uk); email [help@scottishwater.co.uk](mailto:help@scottishwater.co.uk) or call the Scottish Water Customer Helpline on 0800 0778778

The personal data contained in this document is held by Glasgow City Council for purposes of assessing and collecting Council Tax. At Glasgow City Council, we believe in protecting your privacy. For this reason, we have updated and extended our privacy statements to comply with the General Data Protection Regulation (GDPR). Our Privacy Statement explains who we are, why we need your personal information and what we do with it, the legal basis for using the information, who we share it with, how long we keep it and your rights under data protection law. We provide a copy of this privacy statement online at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) (general privacy statement) or [www.glasgow.gov.uk/counciltax](http://www.glasgow.gov.uk/counciltax) for the specific statement relating to Council Tax. The general privacy statement can also be accessed when you call the Council Tax number and select the appropriate option.

## Details of the items on your Council Tax Notice

### **Council Tax Reference**

Your Council Tax reference is a 9-digit number starting with 8. Please always quote your reference number when contacting us.

### **Reason for Issue**

This is the reason that we are sending you this bill. You will receive a new Council tax bill at the start of each financial year (usually in March) and a replacement bill each time your bill is recalculated e.g. due to the award of a Council Tax exemption or Discount or because you have recently moved in or out of a property.

### **Postal Address**

This is the address which we will use to send all documentation to you by post. Where you have asked us to send your bill to a different address, we will use this address here.

### **Property Address**

If you have asked us to send your bills to a different postal address, the address of the property which the Council Tax bill relates to will be shown here. Where bills are being posted directly to property that the bill relates to, this area will be blank.

### **Charge Period**

This shows the period that the bill relates to. This will normally be for a full financial year although where you have recently moved into or out of a property, or a Council Tax Exemption has been awarded, this may only cover part of a financial year.

### **Payment Profile**

This will show the value of the Council Tax instalments due to be paid and the dates on which payment should be made. Where your account relates to a previous address or a prior year or your bill has been issued after 30<sup>th</sup> November during the current financial year, only a single instalment will be shown.

### **Payment Method**

This details the amount you are expected to pay each month along with the date which payment should be made. **Payments are due on the first of each month although if you are paying by Direct Debit, you can choose from a range of payment dates – you can set up a Direct Debit using our online [Direct Debit facility](#).** Please note that bills for previous financial years or for accounts which have been closed will not show multiple instalments but are paid in a single instalment.

### **Ways to Pay**

We offer various ways to pay your Council Tax – please see our [Council Tax page](#) for more details

### **Payment Barcode**

You can use the barcode on your bill to pay your Council Tax at any Post office or PayPoint location

### **Council Tax Band**

This is the Council Tax band which your property has been placed into by the City Assessor. You can find details of the charges for each band on our [Council Tax page](#). Full details on Council Tax bandings can be found on the [Scottish Assessors Association](#) website.

### **Bill Calculation**

This will show you how we have worked out how much Council Tax you are due to pay. All notices will include the Glasgow Council Tax which is the amount of Council Tax due for the charge period of this notice. Charges which may also appear are:

- Scottish Water – Water Charge / Scottish Water – Waste Water Charge

These are charges set by Scottish Water for provision of Water and Waste Water services. Although the Council collects these charges on behalf of Scottish Water, the amounts due are set by Scottish Water themselves. Please see the [Scottish Water](#) website for more information.

- Water/Waste Water charges Reduction

Households with 2 or more adults who are in receipt of Council Tax Reduction may receive a reduction in the amount of Water and Waste Water charged. The amount due is based on the amount of Council Tax Reduction in payment.

- Council Tax Reduction

If you are receiving Council Tax Reduction based on your income, this will be shown here. Where there have been adjustments in the amount of Council Tax Reduction given, the Council Tax Reduction total shown below will detail the net amount of Council Tax Reduction given

- Discount – Council Tax

If you are in receipt of a Council Tax discount, this will be shown here

- Payments

This shows any payments which you have already made for this period

### **Cost of Living Award**

Some Council Tax payers may receive a deduction of £150 to their Council Tax for 2022/23 through application of the Cost of Living Award. Full details on this are available at [www.glasgow.gov.uk/cola](http://www.glasgow.gov.uk/cola)