





Your Council Tax Notice Explained

 **Glasgow**
CITY COUNCIL

 **Postal Address:**
PO Box 36
Glasgow
G11JE

 **WEBSITE & ONLINE HELP:**
www.glasgow.gov.uk/ct


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

Your Reference is: 88888888 1
Please quote this on all correspondence

Reason for issue: Annual Bill 2

Date of issue: 2 March 2019

Bill Number: 17/1


1611300009_19021300007 30669A

Private & Confidential 0 3
Joe Bloggs
136 Test Road
Glasgow
G1 1JE

BILLED ADDRESS IF DIFFERENT 4

Council Tax and Water Service Charges Notice for 2019/2020 5
Period of Charge: 01.04.2019 to 31.03.2020

Instalment Profile:(Amount Payable **£296.16** for 2019/2020)

Due Date	Amount	Due Date	Amount
01.04.2019	£26.16	01.09.2019	£30.00
01.05.2019	£30.00	01.10.2019	£30.00
01.06.2019	£30.00	01.11.2019	£30.00
01.07.2019	£30.00	01.12.2019	£30.00
01.08.2019	£30.00	01.01.2020	£30.00

Payment instructions: You currently pay by Direct Debit (1st of the month). 7

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/ct

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 8

For information relating to your Water & Waste Water charges please visit:
www.scottishwater.co.uk/you-and-your-home/your-charges

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PayPoint 6331 7790 8111 6321 904

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.

1. [Council Tax Reference](#)
2. [Reason for bill issue](#)
3. [Postal Address](#)
4. [Property Address](#)
5. [Charge Period](#)
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7. [Payment Method](#)
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2019/2020 COUNCIL TAX AND WATER SERVICE CALCULATION

Charges for Band C from 01.04.2019 to 31.03.2020

Glasgow Council Tax	£1197.33
Scottish Water -Water Charge	£182.72
Scottish Water -Waste Water Charge	£212.16
Less Reductions (if applicable)	
Single Adult Discount - Council Tax (01.04.2019 - 31.03.2020)	-£299.33
Discount - Water Charge	-£45.68
Discount - Waste Water Charge	-£53.04
Council Tax Reduction (see breakdown below)	-£888.00
Plus Additions (if applicable)	
BALANCE DUE FOR 2019/2020	£296.16

Council Tax Reduction (Breakdown)

Council Tax Reduction Total	-£888.00
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**SAVE TIME
GO ONLINE**
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

Our website 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
- If you are having problems making your payments, including late or missed payments
- Appealing against who is responsible for paying Council Tax (Non-valuation appeals)
- Council Tax Reduction including how to get a detailed breakdown and requesting a review
- Council Tax exemption, discounts and disabled persons reduction
- The Council's Budget
- Contacting us

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 (general privacy statement) or 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.

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10. [Council Tax Band](#)

11. [Bill calculation details](#)

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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 30th 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