

WHERE AND HOW TO PAY

- DIRECT DEBIT** Please complete the Direct Debit form in the enclosed leaflet. If you require further details please ring 01200 425111.
- ONLINE** You can pay using your Debit/Credit Card at www.ribblevalley.gov.uk. You can also pay online through your bank. The Council's bank details for receiving payment are HSBC Bank, Account Name RVBC, Sort Code 40-17-35 and Account Number 61051431. Please ensure that you quote your Business Rates Account Reference number, found on the front of this bill, when paying online.
- IN PERSON AT** The Council Offices, Church Walk, Clitheroe, Monday to Friday 9.00am - 4.55pm
Please note the offices will be closed to the public on all Bank Holidays and during the Christmas period.
- BY POST TO** Director of Resources, RVBC, Council Offices, Church Walk, Clitheroe, BB7 2RA
- BY CHEQUE** Cheques should be made payable to RIBBLE VALLEY BOROUGH COUNCIL. Please quote your account reference and address on the back of your cheque and post to the address above. No receipt will be issued unless a stamped addressed envelope is enclosed with your cheque. Please do not send this council tax bill with your cheque. Post- dated cheques will not be accepted.
- BY TELEPHONE** You can call our Customer Service section on 01200 425111 during office hours.

WHEN TO PAY

Payment should be made by the dates shown on the front of your bill. You can also pay in advance by making a payment in April for 5 monthly instalments followed by a payment in September for the remaining 5 instalments. If you wish to pay by any other arrangement please contact the Business Rates section – telephone 01200 414451.

YOUR RESPONSIBILITIES

You must pay your Business Rates as shown on your bill. If you do not, we will send you a reminder. If you do not bring your account up to date after receiving a reminder, we may take legal action against you and you will also have to pay court costs. If we have to send you more than two reminders over the financial year, we will ask you to pay the total amount you owe for the year at once. If you wish to pay by any other arrangement please contact our Business Rates section on 01200 414451.

CHANGE IN CIRCUMSTANCES

The Council should be notified of any change in circumstance for example:

- Change of Address
- Entitlement Relief
- Entitlement to Exemption
- Occupying a Second Property

EXPLANATORY NOTES AND ADDITIONAL INFORMATION SUPPLIED WITH DEMAND NOTICES

The explanatory notes that usually accompany your bill are now available on line at www.ribblevalley.gov.uk/businessrates/explanatorynotes. A hard copy is available on request by writing to the council or call 01200 414451

Information relating to the relevant and previous financial years in regard to the gross expenditure of the local authority is available at www.ribblevalley.gov.uk. A hard copy is available on request by writing to the council or call 01200 414451