

Other ways to pay

Direct Debit

****NO DELAYS****

We've made it even easier to start paying by Direct Debit – simply contact the Revenues Section with your bank account details in order to set up a Direct Debit. A form can be issued to you for completion (if preferred) although this will delay the process of collecting your payments.

Please telephone **(0116) 272 7530**.

Debit/Credit card using our 24 hour automated payment line

Certain debit cards may be used and payment can also be made by credit card. A charge of 1.5% of the total transaction value will be made for transactions in excess of £50.00 when using a credit card.

Please telephone **(0116) 272 7722** and have your debit/credit card to hand. You will need to quote the following information when you telephone:

- Name & Address
- Blaby District Council Account Reference Number
- Telephone Number
- Card Type
- Cardholder's Name
- Cardholder's Account Number
- Valid From" date & "Expiry date
- Issue Number (if applicable)
- Verification number (3 digits located on the reverse side of your card)
- Amount (£)

This call should take approx. 2 minutes.

By personal visit to one of our offices

Blaby District Council Council Offices
Desford Road
Narborough
Leicester
LE19 2EP.

Mon, Tue & Thurs
9.15am - 4.30pm
Wednesday
4.30pm
Friday
9.15am - 4.15pm

Blaby Joint Service Shop,
Forge Corner, Blaby, Leicester.

Monday – Friday
9.30am to 1.30pm

Braunstone Civic Centre, Kingsway
Braunstone Town
Leicester

Mon Thurs
9.15am - 4.30pm
Friday
9.15am 4.15pm

****DELAYS****

Delays in receiving payment could result in recovery action being taken

Standing Order

Contact your bank and quote the Council's bank details: HSBC Bank Plc, Blaby, Leicester; Sort Code: 40 12-35; Account No: 51285440; Account Name: Blaby District Council Head Office Collection A/c.

PLEASE ENSURE THAT YOUR ACCOUNT REFERENCE NUMBER IS QUOTED.

Payment Kiosk at Braunstone Town

Payments can be made at the kiosk located at Braunstone Civic Centre whenever the centre is open to the public. The machine accepts notes and coins and gives change and also accepts payment by debit & credit cards. The kiosk also provides access to the Blaby District Council and Braunstone Town Council websites.

At a Bank

****DELAYS****

You should allow 7 clear working days to ensure that payment is received by the Council on the due date. The bank may make a charge for this service. This charge must be met by yourself and not deducted from your payment. You will need to contact the Revenues Section to obtain the necessary documentation. Telephone **(0116) 272 7530**.

Using a Bar Code at Allpay Outlets/ Post Offices

Bar coded bills utilise the allpay.net payments network, which is well established and used by over 40 Councils and other organisations. Payments can be made at any of the 13,000 Post Offices and over 19,000 PayPoint outlets across the UK. Many outlets are open outside normal office hours and at weekends.

Internet Payments

This facility is now available by logging onto the Council's website: www.blaby.gov.uk/payments

By Cheque in the Post

****DELAYS****

Cheques should be made payable to 'Blaby District Council' and please quote your Account Reference Number on the reverse side.

Please do not send post dated cheques.

A New Way to Pay



	annual	change
Leicestershire County Council	1.91	£783.88
Leicestershire Police Authority	5.44	£124.77
Combined Fire Authority	4.50	£21.00
	2.51	£75.00
	3.74	£155.00
Annual Charge for Period	5.78	£1078.65
Council Tax due for period 01.04.2008 to 31.03.2009		£1078.65

Total amount due for period 01.04.2008 to 31.03.2009		£1078.65
IF YOU ARE NOT PAYING THIS BILL BY DIRECT DEBIT		
You can pay this bill for FREE in CASH at any outlet displaying the PayPoint sign or at a Post Office for FREE by CASH, CHEQUE or DEBIT CARD. Please hold the bill so the barcode below is visible through your plastic holder and present this when making a payment. Please see overleaf for alternative ways to pay.		
INSTALLMENT DETAILS This bill is payable as follows:-		IMPORTANT INFORMATION
01 Feb 2009	£539.09	
01 Mar 2009	£539.56	
PAYMENT LINK To make a payment for this account on the account line telephone 0116 272 7530		



More places to pay

Council Tax and **National Non-domestic Rates** bills are now being printed with barcodes on. These enable payment to be made at any Post Office or any local shop displaying the 'PayPoint' sign in the window or at the till.

This means there are now many additional locations across the district where you can pay. **Cash** payments can be made without any charges at all **PayPoint** outlets (some may also accept debit cards, but may charge you for this), while at **Post Offices** you can pay by **cash, cheque** or **debit card** without any charges.

As well as being open Monday to Friday many Post Offices are open on Saturday mornings and most of the PayPoint shops are also open in the evenings and at weekends, so you will be able to pay at a time and place that suits you.

About the new system

- Payments can be made at any of the 13,000 Post Offices and over 19,000 PayPoint outlets across the UK.
- Many outlets are open outside normal office hours and at weekends.

Please look out for the following signs:



Pay by cash at any shop displaying the 'PayPoint' sign



Pay at any Post Office by cash, cheque or debit card

For more details please go to www.allpay.net/outlets, where you can search by postcode for all outlets in a particular area.

Your questions answered

Q: How do I pay with my bar coded bill?

A: There are 3 simple steps to follow:

- 1) Take your bar coded bill to any Post Office or PayPoint outlet, along with your payment.
- 2) Hand it to the assistant for them to scan the barcode, state how much you want to pay and make your payment. Please note that the assistant will not have access to any information about your account or how much you have to pay.
- 3) Once your payment has been processed

they will give you your bill back, along with a receipt. Please keep your receipts in a safe place to help you keep track of your payments.

Q: Where can I pay?

A: You can pay with your bar coded bill at any Post Office or PayPoint outlet in the country.

Q: What are the advantages of paying with bar coded bills, compared with bank giro slips and payment booklets?

A: Banks and Post Offices often charge bill payers an administration fee for accepting payments made using a payment book or

giro credit. When paying with bar coded bills there will be no charge for customers paying by Cash, Cheque or Debit Card at Post Offices and no charge for paying by Cash at PayPoint outlets. Bar coded bills also generally offer a wider choice of payment locations and opening times.

Q: How will I know my balance?

A: If you ever have any queries about your balance or payments simply telephone the Council on **0116 272 7530** or e-mail us at: revenues@blaby.gov.uk

Q: How quickly will my payment reach my account?

A: Payments will usually take two working days to reach your account, so please make sure you pay in good time, before your Council Tax or National Non-Domestic Rates are due.

Q: What happens if I lose my bill or it gets damaged?

A: Simply contact us and we will arrange for a replacement to be sent.

Q: Can I pay if I've forgotten to bring my bar coded bill?

A: Unfortunately not. All payments need the barcode to ensure your payment gets to your account and outlets will be unable to process your payment without it.

POST OFFICE AND PAYPOINT OUTLETS WITHIN BLABY DISTRICT

BLABY

Mercury News, 153 Grove Road, Blaby, Leicester LE8 4DH.

Somerfield, 77 Lutterworth Road, Blaby, Leicester LE8 4DX.

McColls, 17 Western Drive, Blaby, Leicester LE8 4FR.

McColls, 6 Forge Corner, Blaby, Leicester LE8 4FZ.

Post Office, 1 Leicester Road, Blaby, Leicester LE8 4GR.

BRAUNSTONE TOWN

Co-Op Midlands, 114 Turnbull Drive, Braunstone, Leicester LE3 2JW.

Budget Basket, 440 Braunstone Lane, Leicester LE3 3DG.

Londis, 7 Sun Way, Leicester LE3 3DS.

Post Office, 10 Ayston Road, Braunstone, Leicester LE3 2GA.

Post Office, 19 Watergate Lane, Leicester LE3 2XQ.

Meridian Texaco Malthurst,

Lubbesthorpe Way North, Watergate, Leicester LE19 1XT.

Osiers Texaco Malthurst,

Lubbesthorpe Way South, Watergate, Leicester LE19 1XT.

Mercury News, 112 Turnbull Drive, Braunstone, Leicester LE 3 2JW.

COSBY

Mercury News, Croft Road, Cosby, Leicester LE9 1RE.

Co-Op Midlands, 6 Croft Road, Cosby, Leicester LE9 1RE.

Post Office, 11-13 The Nook, Cosby, Leicester LE9 1RQ.

COUNTESTHORPE

Co-Op-Midlands, 8 Main Street, Countesthorpe, Leicester LE8 5QX.

Mercury News, 1 The Bank, Countesthorpe, Leicester LE8 5RL.

Ark Mini Market, 113 Station Road, Countesthorpe, Leicester LE8 5TD.

Post Office, 69 Station Road, Countesthorpe, Leicester LE8 5TB.

Mercury News, 119 Station Road, Countesthorpe, Leicester LE8 5TD.

CROFT

Co-Op Midlands, 29 Pochin Street, Croft, Leicester LE9 3HA.

Post Office, 5 Pochin Street, Croft, Leicester LE9 3HA.

ENDERBY

Post Office, 12 Mill Lane, Enderby, Leicester LE19 4NW.

Somerfield, 19 Cross Street, Enderby, Leicester LE19 4NJ.

Mack's Garage Ltd, Leicester Road, Enderby, Leicester LE19 2BF.

Co-Op Midlands, Mill Lane, Enderby, Leicester LE19 4NL.

Mercury News, 5-7 Mill Lane, Enderby, Leicester LE19 4NW.

W H Smith Ltd, Fosse Park Travel Kiosk, W H Smith, Fosse Park LE19 1HX.

GLEN PARVA

Post Office, 3 Carvers Corner, Grange Drive, Leicester LE2 9PE.

Somerfield, Hillsborough Road, Glen Parva, Leicester LE2 9PT.

GLENFIELD

Co-Op - Midlands, Station Road, Glenfield, Leicester LE3 8BQ.

Parkhem Chemist Ltd, 102 Dominion Road, Glenfield, Leicester LE3 8FB.

K & K Grocers, 57 Tournament Road, Glenfield, Leicester LE3 8LQ.

Glenfield Londis, Unit 2 Underwood Court, Glenfield, Leicester LE3 8SG.

Post Office, 13-15 Stamford Street, Glenfield, Leicester LE3 8DL.

HUNCOTE

Post Office, 8 Main Street, Huncote, Leicester LE9 3AU.

KIRBY MUXLOE

One Stop, 26 Main Street, Kirby Muxloe, Leicester LE9 2AL.

Post Office, 34 Main Street, Kirby Muxloe, Leicester LE9 2AL.

LEICESTER FOREST EAST

Co-Op - Midlands, 2 Hinckley Road, Leicester Forest East, Leicester LE3 3GH.

NARBOROUGH

Post Office, 2 Royal Court, Leicester Road, Narborough, Leicester LE19 2DF.

Mercury News, 2 Coventry Road, Narborough, Leicester LE19 2GR.

Co-Op Midlands, Station Road, Narborough, Leicester LE19 2HR.

SAPCOTE

Post Office, 9 Stanton Road, Sapcote, Leicester LE9 4FR.

SHARNFORD

Post Office, 43 Leicester Road, Sharnford, Hinckley LE10 3PP.

STONEY STANTON

Mercury News, 5-7 Long Street, Stoney Stanton, Leicester LE9 4DQ.

Stoney Stanton Stores, 4-5 St Michaels Court, Stoney Stanton, Leicester LE9 4TH.

Post Office, 25 Long Street, Stoney Stanton, Leicester LE9 4DQ.

WHETSTONE

Co-Op-Midlands, Dog and Gun Lane, Lutterworth Road, Leicester LE8 6NA.

Post Office, 51 High Street, Whetstone, Leicester LE8 6LP.