

How to Pay

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| Direct Debit | Download an instruction at www.lichfielddc.gov.uk or call Lichfield Connects |
| Debit or Credit Card | At www.lichfielddc.gov.uk and click on "£ Pay for it |
| Automated payment line | 0345 2340068 |
| Post Office | using your Lichfield District Council payment card |
| Cash Deposit Facilities | available at District Council House or Burntwood Library in opening hours |

General Information

Business Rates explanatory notes, information on reliefs and exemptions, along with an explanation of how your Business Rates are calculated and spent, is available at www.lichfielddc.gov.uk. You may request a hard copy of this information by writing to the address below.

If you think you may be eligible for an exemption or relief such as Small Business Rate Relief, Charitable and Discretionary Relief please contact Lichfield Connects on 01543 308900 for an application form.

You can apply for your instalments to be paid over 12 months. You must apply in writing to the address below no later than the 10th March each year if you wish to pay April to March. After this date, the actual number of instalments we are able to offer will be affected by the date you apply or from when you become liable for Business Rates. You should not withhold payments while your application is being processed. You must continue to pay your instalments on your previous bill until you are advised of your revised payments.

Tell us if you are having problems paying your bill. We want to help you and may be able to offer revised instalments. Please ring Lichfield Connects on the number below.

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| Write to us at | Lichfield District Council, Customer Services Revenues and Benefits, Frog Lane, Lichfield, WS13 6YX |
| Phone Lichfield Connects | 01543 308900 |
| For enquiries about Summons/Liability Orders | 01543 308885 / 308887 |
| Email Address | revenues@lichfielddc.gov.uk |