

PAYMENT OF RATES

Payment by Instalments

Drainage rates are due on demand, however, if you wish you may pay by instalments.

Ratepayers who intend to pay by instalments must make a payment of **one third** of the total rate bill before 31st May. The second instalment is due before 31st October and the final instalment should be paid before 31st January in each financial year.

IMPORTANT Instalment payments must be made in accordance with the above arrangements. If any payment does not reach this office by the due date, the total amount outstanding will become payable by you in full.

PAYMENT MAY BE MADE BY ANY OF THE FOLLOWING METHODS

POST

Payment may be made by post to Lindsey Marsh Drainage Board, Wellington House, Manby Park, Manby, LOUTH, Lincolnshire, LN11 8UU. Cheques and postal orders should be crossed and made payable to the LINDSEY MARSH DRAINAGE BOARD. Cash must only be sent by registered post. If you require a receipt, please return the whole bill with your payment. If a receipt is not required, detach the portion of the bill headed "bank giro credit" and return only this slip with your payment.

IN PERSON

Payment may be made by CASH, CHEQUE or by DEBIT/CREDIT CARD at the Board's offices:-

Wellington House, Manby Park, Manby, Louth, Lincolnshire. Office opening hours are from 9.00 a.m. to 4.30 p.m. Monday to Friday.

BANKS

By bank giro at any bank. Complete the "bank giro credit" slip and present the whole of the bill and your payment. The bank will endorse your bill as a receipt and may charge a fee. Please ensure that the cashier quotes your customer reference number, which is the Assessment Number shown on your bill. The top Assessment Number should be quoted if there is more than one assessment on your bill.

INTERNET BANKING and BACS

When making payment by Internet Banking or BACS it is important that you quote your Surname/Company Name and also your customer reference number, which is the Assessment Number shown on your bill (the top Assessment Number should be quoted if there is more than one assessment on your bill).

The bank account number of the Lindsey Marsh Drainage Board is 20-52-78 70967815.

DIRECT DEBIT

If you are interested in paying by Direct Debit, please contact this office for further details.

DEBIT/CREDIT CARD

Please complete and return the form which is on the back of the information leaflet attached to your bill.

Please note that if you wish to pay by credit or debit card a non-refundable transaction fee of 1.8% will be payable.