

Important Information

The costs shown on the Summons are the administrative cost of recovery actions. This includes the cost of sending reminder notices before sending the Summons. This action will be stopped if the **total amount** of the National Non-Domestic Rate **and Costs** is paid **before** the date of the Court Hearing. Please note that costs **will not** be withdrawn unless the Summons has been incorrectly served.

If the full amount of rates and costs is not received before the Court date, the Hearing will go ahead. The magistrates will be asked to grant the Council a Liability Order. If the Liability Order is granted, you will have to pay another £65.00 in costs.

Payment options

Visit **www.kingston.gov.uk** to pay your National Non-Domestic Rates online or view your account.

Payment by debit or credit card may be made using the Council's 24-hour automated telephone payment facility on 0345 359 1111. Touch-tone telephone keypads are required. Please quote your Account Number as shown on the front of this Summons.

Cheques should be made payable to **Royal Borough of Kingston upon Thames**. You should write your National Non-Domestic Rates account number on the back of the cheque. Cheques can be sent by post to the Cashiers' Office, Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU. Please note that post-dated cheques **cannot** be accepted. If a receipt is required please return the whole of this notice with your payment and a stamped addressed envelope. The top part of this notice will be returned to you as your receipt.

Enquiries

Please contact us if you wish to discuss your account, quoting your Account Number.

Telephone: 020 8547 5007 **Website:** www.kingston.gov.uk

Or write to us at: Revenues Department, Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU.