

Council Tax Bills 2022/23- Frequently Asked Questions

E-bills issued: 9th March 2022

Paper Bills issued: 10th March 2022

Explanatory notes have been sent with all Council Tax bills so you can refer to those in the first instance. They have also been uploaded to the website here (at the bottom of the web page) <https://www.eppingforestdc.gov.uk/council-tax/>

The bills were created using the account information held at 24th February 2022 and will include any outstanding balances for previous years, therefore if you have made payments towards your outstanding balance after this date then they will not show on this bill. Please refer to the self-service portal for a more up to date overview of your account.

Please be advised that if you have reported a change of address which has yet to be actioned (or was actioned after 24th February) then you will still get a 2022/23 bill for your previous address. As soon as your change of address has been dealt with, a closing bill will be issued.

We highly recommend that your Council Tax is paid by Direct Debit for the new financial year. This can be set up directly here www.eppingforestdc.gov.uk/council-tax/pay-your-council-tax/

We would also advise that you sign up for the online self-service portal where you can make payments, view your bills and manage your account online: You can sign up here www.eppingforestdc.gov.uk/council-tax/manage-your-council-tax-online/

IMPORTANT BILL INFORMATION:

EFDC have increased Council Tax for the first time in 10 years by an average of less than 10p per week (less than 50p per month) and we continue to have the lowest set Council Tax in Essex.

Should you require further information regarding the increased Council Tax for 2022/23, please contact the relevant authorities, details of which can be found on the councils website <https://www.eppingforestdc.gov.uk/council-tax/about-your-council-tax/>

- **I have received an email to view my bill online, but I haven't signed up for the self-service portal yet/I have forgotten my password?**
 - If you have requested e-billing but have yet to sign up to the self-service portal, please go to <https://www.eppingforestdc.gov.uk/council-tax/pay-your-council-tax/> and select 'Manage your Council Tax Online'. Once registration is complete, you will be able to view your bill.
 - If you are already signed up for self-service but have forgotten your password, follow the 'forgot password' link where you can reset it.
 - If you are having issues with your online account, please email academyadmin@eppingforestdc.gov.uk with details of the problem and someone will respond accordingly.

- **Do I need to set up a new Direct Debit?**
 - Your bill shows the current method of payment.
 - If you were previously on Direct Debit then this will carry on.
 - If you're not currently paying by Direct Debit and want to, you can set this up online www.eppingforestdc.gov.uk/council-tax/pay-your-council-tax/ or complete the mandate included with your bill and return it.

- **My bank details have changed. How do I amend my Direct Debit?**
 - Log into the self-service portal where you can amend this. Go to <https://www.eppingforestdc.gov.uk/council-tax/pay-your-council-tax/> and select 'Manage your Council Tax online'

- **I've only got 6 instalments on my bill?**
 - Look at the column next to the first one which will detail the remaining instalments.

- **Can I change my payment method?**
 - Please complete a general enquiry form to request this www.eppingforestdc.gov.uk/council-tax/general-enquiry-form/
 - Alternatively, you can also email directly counciltax@eppingforestdc.gov.uk Please include your name, address and payment reference number in the email along with your request.

- **How do I report a change in my circumstances?**
 - Please visit our website to report the change using the relevant form <https://www.eppingforestdc.gov.uk/council-tax/>
 - You can also email directly counciltax@eppingforestdc.gov.uk You should include your name, address and payment reference number in the email along with details of your change in circumstances.

- **Can I add someone to my liability?**
 - Please complete a general enquiry form to request this www.eppingforestdc.gov.uk/council-tax/general-enquiry-form/
 - You can also email directly counciltax@eppingforestdc.gov.uk You should include your name, address and payment reference number in the email along with the details of who you want added to the liability and why.
 - The additional person would need to be a long-term partner or have an interest in the property. Unlike electoral services, we don't need a list of occupiers at the property and not all occupiers will be liable.

- **I have moved out of my property, what do I need to do?**
 - As an existing customer, please visit the self-service portal.
 - You can also visit the Council Tax section on our website where you can report a change of address. This covers both moves within or outside the district. www.eppingforestdc.gov.uk/council-tax/report-a-change-of-address/

- **What discounts/exemptions are available?**
 - Visit the Council Tax section on our website where you can find all discounts & exemptions available along with details on how to apply.
 - Discounts www.eppingforestdc.gov.uk/council-tax/discounts/
 - Exemptions www.eppingforestdc.gov.uk/council-tax/exemptions/

- **How do I report that someone has passed away?**
 - Please complete a general enquiry form with the details of who has passed away and when www.eppingforestdc.gov.uk/council-tax/general-enquiry-form/
 - You can also email directly counciltax@eppingforestdc.gov.uk and you should include the persons name, address and payment reference number (if available) in the email.

- **How do I appeal my Council Tax banding?**
 - Unfortunately, we are unable to deal with banding appeals. Please visit the Valuation Office Agency website <https://www.gov.uk/challenge-council-tax-band> where you will be able to submit an appeal.

- **How can I pay my Council Tax?**
 - We recommend that your Council Tax is paid by Direct Debit for the new financial year. This can be set up directly here www.eppingforestdc.gov.uk/council-tax/pay-your-council-tax/
 - There are other numerous ways to pay:
 - Online www.eppingforestdc.gov.uk/council-tax/pay-your-council-tax/
 - Call our 24-hour automated telephone payment service on 01992 564600
 - In person at Civic Offices, Debden Broadway or the payment kiosk in Waltham Abbey library. Please check the website for updates on opening times.
 - Post: Make your cheque payable to Epping Forest District Council and write your Council Tax account number and your address on the back of the cheque. Send your cheque to Council Tax, Epping Forest District Council, Civic Offices, High Street, Epping, CM16 4BZ. Include a stamped self-addressed envelope if you want us to send you a receipt.
 - Bank transfer: Account name – Epping Forest District Council
Sort code – 60-07-39
Account number – 56340001
You need to include your name, address and Council Tax account number when you pay by bank transfer.

- **I am on a low income; can I get any help with payment of my Council Tax?**
 - You can apply for Local Council Tax Support directly on our website www.eppingforestdc.gov.uk/council-tax/local-council-tax-support/
 - You may also wish to apply for Universal Credit if you are on a low income www.gov.uk/apply-universal-credit

- **I have applied for Local Council Tax Support, but it isn't showing on my bill?**
 - When it has been awarded then the account will be adjusted and an updated bill will be issued.
 - Until such time that it has been awarded, the instalments quoted in your latest bill are correct and payable.

- **I am already receiving Local Council Tax Support, but I am still unable to manage the payments I'm being asked for. What can I do?**
 - We have a separate scheme available called Exceptional Hardship Payments. You can apply here www.eppingforestdc.gov.uk/benefits/exceptional-hardship-payment/
 - This is only for customers in receipt of Local Council Tax Support.

- **Can I have some information on the Energy Bill Discount Scheme?**
 - All domestic electricity customers will get £200 off their energy bills from October. Customers will pay back the discount in equal instalments over 5 years, starting from financial year 2023-2024, when wholesale gas prices are expected to come down.
 - The council is not administering this scheme so please do not email or call regarding this. Further updates will be published on the website <https://www.eppingforestdc.gov.uk/energy-bills-rebate/>

- **Can I have some information on the £150 Council Tax Rebate scheme?**
 - Households in Council Tax Bands A-D will get a £150 rebate in their Council Tax bill in April this year. This rebate won't have to be repaid and will be made directly by us.
 - A discretionary fund of £144 million in England has also be provided to support vulnerable people and individuals on low incomes that do not pay Council Tax, or that pay Council Tax for properties in Bands E-H.
 - Please do not email or call regarding this, further updates will be published on the website <https://www.eppingforestdc.gov.uk/energy-bills-rebate/>