Your rate bill explained: Instalment customers

1. Shows the LPS rating office for the district council area.

2. These are your rate account details. Quote these when contacting us or paying your bill.

3. For all rating and valuation queries you can ring the new Helpline number on 0300 200 7801.

4. Shows the amount you must pay. It also provides a breakdown including any outstanding balances and any exemptions; reliefs or allowances.

5. Early payment discount amount. This is only applicable if LPS receives this amount in full as a single payment on or before the discount day. Please note this represents the discount on the rate assessment for the period stated on the bill, not the total amount.

6. You should use your new Quick Pay card and discard last year’s card. Your QuickPay card can be used to pay rates at a Post Office or PayPoint outlet only.

7. A breakdown of rating information for the property including valuation amount and regional and district rates for the council area.

8. A breakdown of all exemptions, reliefs and allowances (if any) that you currently receive. The total amount is provided in section 4.

9. This payment plan includes potential dates for monthly instalments. These dates are the latest dates payments should be received by LPS.