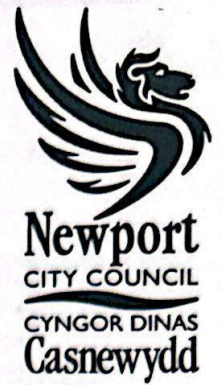


Ask for/Gofynnwch am
Our Ref/Ein Cyf
Your Ref/Eich Cyf
Tel/Ffôn
Direct Dial/Rhif Union
DX
E-Mail/E-Bost

Income Collection Team
34403091
01633 656656
counciltax@newport.gov.uk

Finance
Cyllid



Council Tax/Treth Y Cyngor
PO Box 886/Blwch Post 886
Newport/Casnewydd

NP20 9LU

Mr J K Nana
11 North Africa Close
Newport
NP19 4DW



7 September 2023

Dear Mr J K Nana,

IMPORTANT: CONFIRMATION OF THE SET UP OF YOUR DIRECT DEBIT INSTRUCTION FOR COUNCIL TAX/NON-DOMESTIC RATES.

Thank you for agreeing to pay your Council Tax/Non-Domestic Rates by Direct Debit.

Having accepted your Direct Debit details by telephone/internet, I would like you to confirm that they are correct. Please can you check the details below:

- Account Name:
- Bank Sort Code:
- Account Number:

If any of the above details are incorrect, please call us as soon as possible on 01633 851576 or e-mail us at counciltax@newport.gov.uk or ndr@newport.gov.uk. However, if your details are correct, you need do nothing and your Direct Debit will be processed as normal. You have the right to cancel your Direct Debit at any time. A copy of the Direct Debit Guarantee is overleaf.

A Demand or Adjustment Notice showing the dates on which your instalments are to be collected and the amounts will be issued in due course.

The collections will be made using this reference:

Service User Number
Account Number: (Council Tax/Non-Domestic Rates account number)

Croeso i chi gyfathrebu â ni yn Gymraeg a Saesneg
Please feel free to communicate with us in Welsh and English

