



INVOICE		Issue Date:
Account reference	7 digits starting 90 - Example 9000000	Please quote this number when completing the electronic payment plan form.
The Borough Council of King's Lynn and West Norfolk Overpaid Housing Benefit		
Name Address Line 1 Address Line 2 Address Line 3 Address Line 4 Post Code		Overpayment Address Name Address Line 1 Address Line 2 Address Line 3 Address Line 4 Post Code
Invoice Number: 10 digits starting 81		< Please quote this number when making a payment
Overpayment Details		Housing Benefit Claim Number :-
<div>Period of Overpayment01/04/17 - 31/03/18Amount £100.00</div> <div>Example Invoice</div> <div>Outstanding balance of £100.00Due 27/08/18</div>		
ALL PAYMENT METHOD DETAILS ARE SHOWN OVERLEAF		

HOW AND WHERE TO PAY THIS INVOICE

Paying By Telephone

You can pay by Credit or Debit card by telephoning (01553) 616201

Please note that you can not use the Council's 24 hour Automated Direct Payment Line to pay this invoice.

Our Website

You can pay your invoice through our website at www.west-norfolk.gov.uk. You can use your Debit or Credit Card, but we regret we are unable to accept American Express, Solo or Electron cards.

Post Office or Paypoint Outlet

If you wish to pay by cash you can do so at any Post Office or Paypoint outlet. You will need to take this bill with you when you make your payment as they will require the barcode shown overleaf and will issue you a receipt. There is no charge for this service.

By Post

Please send your cheque, payable to BCKLWN, to PO Box 26, King's Lynn, Norfolk, PE30 1PX with your claim number and invoice number clearly written on the back. If you require a receipt, please enclose a stamped addressed envelope.

Please do not send your invoice with the cheque.

If you cannot afford to pay this invoice in full please contact the Council Offices on (01553) 616200