

## Revenues and Benefits Account user guides

Check your balance and view recent bills

Go to 'Account Details'.

### Property Enquiry

Check the Council Tax band or rateable value of a property and its annual charge.

[Start](#)

### Account Details

View your account details and benefit claim details, and update your contact details using the e-Service key from your latest bill.

[Start](#)

### Benefit Details

View your Council Tax Reduction and Housing Benefit claim details.

[Start](#)

### Council Tax Notification

Inform the council of a change to your circumstances for Council Tax purposes or apply to pay by Direct Debit without an online key.

[Start](#)

### Business Rates

Apply to pay your Business Rates by Direct Debit.

[Start](#)




Enter your postcode and click 'Find Address'.

## Find Property

**Address details**

Please search for the address of the property, remembering to leave a space in the postcode.

<b>Postcode (leaving a space e.g. PC1 1PC)</b>	<input type="text"/>	<b>Find Address</b>	
<b>Number</b>	<input type="text"/>		
<b>Street Name</b>	<input type="text"/>		
<b>House Name</b>	<input type="text"/>		
<b>Domestic or Commercial *</b>	<input type="text" value="Domestic"/>		

Click on the blue Property Reference number next to your address.

Please select the address of the property.






**To select the property click on the Property Reference number below**

Property Reference	Property Address
<a href="#">3183201008</a>	<div style="background-color: #4a86e8; height: 20px;"></div>
<a href="#">3183201107</a>	<div style="background-color: #4a86e8; height: 20px;"></div>
<a href="#">3183201206</a>	<div style="background-color: #4a86e8; height: 20px;"></div>









Make sure the address shown is correct, then click Enter/Continue.

## Find Property

Address details	
Please search for the address of the property, remembering to leave a space in the postcode.	
Postcode (leaving a space e.g. PC1 1PC)	<input type="text"/> <input type="button" value="Find Address"/> 
Number	<input type="text"/> 
Street Name	<input type="text"/> 
House Name	<input type="text"/> 
Domestic or Commercial *	<input type="text" value="Domestic"/> 
Address line 1:	<input type="text"/>
Address line 2:	MIDDLESBROUGH
Address line 3:	
Address line 4:	
Address line 5:	
Address postcode:	<input type="text"/>
<input type="button" value="Exit"/>	<input type="button" value="Enter/Continue"/>

Enter your business name or your title, first name and surname. Enter your Account Reference (Account No.) and Online Key (E-Service key) which can both be found on your most recent bill. Click Enter/Continue.

## Enter Account Details

Account details		
A Business Name OR Forename & Surname (including title) must be entered.		
Business Name	<input type="text"/>	
Title	<input type="text" value="Mr"/>	
Forename	<input type="text" value="A"/>	
Surname	<input type="text" value="Customer"/>	
Please enter your account reference excluding any spaces, hyphens or special characters		
Account Reference	<input type="text"/>	
Please enter the Online Key from your last bill or recovery notice		
Online Key	<input type="text"/>	
<input type="button" value="Exit"/>	<input type="button" value="Back"/>	<input type="button" value="Enter/Continue"/>

Your account balance for the current year is shown at the top of the page.

Click on 'View account notices' to see your recent bills and any recovery notices we've sent to you.

## Options

<b>Account</b>	<input type="text"/>	
Account details		
Account period	06/05/2016 to (open)	
Account address	<input type="text"/>	
Balance	£189.99	<a href="#">Select Another Account</a>
Please select one of the options below		
<b>View account details</b> <i>(Please select this option if you would like to view your account summary, check your account balance, view your instalments due and the payments received against your account.)</i>		
<input type="button" value="Start"/>		
<b>View account notices</b> <i>(Please select this option if you would like to view bills and recovery notices that have been issued to you.)</i>		
<input type="button" value="Start"/>		
<b>Update your contact details</b> <i>(Please select this option if you wish to amend your contact details which are held against your account such as telephone numbers or email addresses.)</i>		
<input type="button" value="Start"/>		



This section gives you an overview of your account.

‘Arrears Amount’ shows any outstanding amounts which you need to pay immediately.

If the Arrears Amount is £0.00, your account is up to date.

If your Arrears Amount is a minus figure, we’ve received your payment for next month as well.

The ‘Total Amount’ you owe is your remaining balance for the year.

Please note, we can’t issue a refund unless the Total Amount you owe is a minus figure (i.e. it has a minus sign beside it, e.g. -£100.00).

## Notice Summary

<b>Account</b> [Redacted]	
<b>Notice Details</b>	
Type	Bill
Date	14/03/2017
To	[Redacted]
Account address	[Redacted]
Reason	
Total charge (all years) relevant to your last notice	£177.99
Arrears Amount	£81.99
Total Amount you owe	£177.99
<a href="#">Select Another Notice</a>	