

## Council Housing Management Service

# Payment Options

## How and where to pay your rent and other charges



### Direct Debit

The easiest way to pay your rent and other regular payments is by setting up a Direct Debit.

We can arrange for your bank to make payments weekly, fortnightly, four-weekly or monthly. Once set up, you do not need to do anything more, just choose a regular payment day and your bank will automatically collect your payment.

Visit: [cheshirewestandchester.gov.uk](http://cheshirewestandchester.gov.uk) or call **0300 123 8123** to set up a Direct Debit.



### By Post

Please do not send cash by post.

Make your cheque payable to **Cheshire West and Chester Council** and write your Account Number on the back.

Post it to:

**Revenues and Benefits Department**  
Cheshire West and Chester Council  
PO Box 187, Ellesmere Port, Cheshire CH34 9DB

If you require a receipt, please include a stamped addressed envelope.



### Online

You can pay using your debit or credit card on the secure online payment facility. Visit: [cheshirewestandchester.gov.uk](http://cheshirewestandchester.gov.uk) and select 'Pay for a service or fee online'. Payments can be made 24 hours a day, seven days a week. Please have your Account Number available when making a payment.



### PayPoint

You can use your **Rent Payment Card** or **barcode** to make payments at any local shop displaying the PayPoint symbol. Payments may take three working days to reach your account.



### In Person

Face-to-face card payments can be made at:  
Cheshire West and Chester Council,  
The Portal, Wellington Road, Ellesmere Port, CH65 0BA



### Phone

To pay over the phone by debit or credit card, call the **Cheshire West and Chester Council** automated payment line on **0300 123 70 29** (available 24 hours a day, seven days a week). Please have your account number ready.



### Post Office

You can pay by cash, cheque or debit card at any Post Office using your **Rent Payment Card** or **barcode**. Payments may take three working days to reach your account.

Please make cheques payable to 'Post Office Ltd' and write your Account Number on the back.

Contact us on tel: **0300 123 7724**

