Hertfordshire County   
Council - Permit   
Authority

**INSTRUCTIONS ON METHODS OF PAYMENT**

**FIXED   
PENALTY   
NOTICE**

**Currently there are 3 main methods of payment accepted. These are as follows:**

**ELECTRONICALLY**

**(By the Bankers Automated Clearing Services (BACS))**

**Payment should be made with the following details:**

**To:** HCC General (NatWest Bank)

**Sort Code:** 60­10­39   
**Account Number:** 18396690

**Payment must be supported by the timely submission of a list of the fixed penalty notice numbers (Note ­ these must be a maximum of 15 characters, if the FPN number is more than 15 characters, please shorten this and ensure the last two digits are included) covered by the payment and the amount being paid in relation to each number.**

**BY POST**

**By making your cheque payable with the following details and sending to the address below:**

**To:** HCC   
**Address:**

Serco Cashiers

CHN 502 4th Floor North West Block

County Hall

Pegs Lane

Hertford, Herts

SG13 9BE

**Payment must be accompanied by a list of the fixed penalty notice numbers (Note ­ these must be a maximum of 15 characters, if the FPN number is more than 15 characters, please shorten this and ensure the last two digits are included) covered by the payment and the amount being paid in relation to each number. A receipt will be sent on request**

**BY TELEPHONE**

**Payments can be made via 01992 555407 or 01992 555408 as long as the following is adhered to:**

**Between [ 9.00am and 4.30pm] on any day on which the office is open for business. Payment may   
only be made by using a debit or credit card that is accepted by the Permit Authority in accordance   
with its standard procedures. You must state the fixed penalty notice number of each notice in   
respect of which payment is being made and the amount being paid in relation to each number. A   
receipt will be sent on request.**