Appendix B   **Council Tax Recovery Flow chart – Part 2**

```
                          ┌─────────────────────┐
                          │   LIABILITY ORDER   │
                          │                     │
                          │   Costs are added   │
                          └─────────────────────┘
                                    │
                          ┌─────────────────────┐
                          │ REQUEST FOR INFORMATION │
                          └─────────────────────┘
```

Attachment of Earnings	Deductions from Benefits	Deductions from Members Allowance	Payment Plan	Trace – if no forwarding address	No response from debtor

```
                    ┌────────────────────────────────────┐
                    │ REFERRAL TO CIVIL ENFORCEMENT AGENT │
                    │                                    │
                    │           Costs are added          │
                    └────────────────────────────────────┘
```

Insolvency or Bankruptcy Costs are added	Charging Order Costs are added	COMMITTAL TO PRISON Costs are added

This chart is for illustration only- detailed rules apply