

M E M O R A N D U M

To: T.Palmer - L.B. Hackney
K.Clayton - L.B. Hillingdon
P.Cousins - L.B. Haringey
L.Knight - L.B. Tower Hamlets

From: N.Stratton-Fidel - Project Leader (Community Charge)

Date: 21st August 1990.

Copies: M.Jackson

Subject: Personal Charge Accounts - Format of Personal names

As a result of work in progress for some forthcoming Summons runs, I have noticed that a few Personal Charge Accounts have names (e.g. MR & MRS SMITH) which are not a single identifiable person.

This may cause problems for 3 reasons:

- (1) the legality of Notices of Entry, Bills, Reminders, and especially Summonses may be open to question in the Courts.
- (2) Chargepayers may ignore documents (e.g. Bills and Reminders) or Accounts may be closed, on the assumption that duplication has occurred e.g. Mr Smith and his wife may be set-up as:
A/C 1, MR & MRS SMITH - should be MR SMITH.
A/C 2, MRS SMITH - correct but appears to be duplicate.
- (3) Name Matching (via transaction X00) will not pick up separate occurrences of the same person, hence there is no indication of multiple addresses/references for a particular person.

Enclosed with this memo are 3 copies of a list for your borough showing all Accounts in the Personal Charge range with names which are recognised as non-personal by X00. Please note that:

- (1) some Accounts may be Penalty-only (but any of these can be converted to Personal Charge at any time).
- (2) some Accounts may be closed as non-liaible i.e. they have Account End Date same as Account Start Date.
- (3) some Accounts may have an acceptable personal name but it has not been recognised by X00 - we are investigating these.

Also enclosed are some notes on setting-up personal names (by origination or amendment) which may help to avoid the cases mentioned above, and also suggest a common approach to names.

Yours sincerely,

Nigel Stratton-Fidel

NOTES ON SETTING-UP PERSONAL NAMES

These notes apply to origination or amendment of personal names on any type of Account i.e. any of the following transactions:

- E13 - Responsible Person Details.
- E15 - Standard Charge Accounts.
- E16 - Personal Charge Accounts.
- E17 - Collective Charge Accounts.
- E18 - Rebate-only Accounts.
- E21 - Group Payer no-Charge Accounts.
- E22 - Penalty-only Accounts.

The Account Name fields displayed in all the above transactions should be entered as shown below:

PREFIX

Leave blank or enter one of these:

MR MRS MISS MS DR REV SIR DAME LORD LADY

FORENAME 1 & 2

Leave blank or enter a single name or a single initial in either FORENAME 1 only or both fields (but not FORENAME 2 only)
e.g. FORENAME 1 = J ,FORENAME 2 = ARTHUR
or FORENAME 1 = LOUIS ,FORENAME 2 = B

SURNAME 1 & 2

Enter a single name in either or both fields.
For hyphenated names, the hyphen should be in the first field
e.g. SURNAME 1 = CARLTON- ,SURNAME 2 = BROWNE

SUFFIX

Leave blank or enter an award (e.g. MBE) or title (e.g. BART) or a true suffix e.g. (JNR) or (SNR).

ADDITIONAL INFORMATION & POSITION

Leave blank or enter information which is NOT part of the name
e.g. THE EXECUTORS OF THE LATE with POSITION = B (Before),
or C/O MESSRS SUE,GRABBIT & RUNNE with POSITION = A (After).

Entering DECEASED

Preferably, this should be in SUFFIX e.g. (DECD)
Alternatively it may be in SURNAME 2 e.g. DRACULA (DECEASED)