



WORTHING BOROUGH  
COUNCIL

Revenues & Benefits

Adur & Worthing Councils  
Portland House  
44 Richmond Road  
Worthing  
West Sussex, BN11 1HS  
www.adur-worthing.gov.uk

Bankers Order  
Business Rates or Council Tax Instalments

**PART A**

My records indicate that you have asked to pay by Standing Order. Please complete, sign, detach and send PART B below to your Bank. Please note that if any payment is not received by the 1<sup>st</sup> day of the month in which it is due the Council may cancel your notice to pay by instalments and recover the full amount outstanding. Please do not hesitate to contact the Customer Service team on 01903 221061 if you require any assistance.

Paul Tonking  
Head of Revenues & Benefits

----- ✂ -----

**PART B**

To:		Date:
Address:		

Schedule	
Date Due	Amount

Please make the payments detailed in the schedule on the dates shown debiting my/our account and ensure that the Rates/Council Tax account number indicated in the box below** is quoted in every case.	
Sort Code	
Title of account to be debited	
Account number	
Signature	

Business Rates/Council Tax Account  
Number (*please quote on all payments*)

**
----

**Pay to:** Lloyds Bank 30-80-12  
Account Number 11723668

**For the credit of:** Worthing Borough Council

--

Enter here the name, address and postcode of your Bank then detach Part B and send it to your Bank.