THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

PAYMENT OPTIONS

Please choose your preferred payment method and return this form to the Renewals Team at the following address:

The Institution of Fire Engineers
London Road
Moreton-in-Marsh
Gloucestershire, GL56 0RH
United Kingdom

Please write your membership number here:

☐ Payment by Credit or Debit Card *(Unfortunately we are unable to accept American Express)*

Call the Renewals Team on +44 (0) 1608 812 526 with your credit or debit card details or alternatively complete the boxes within this section and return it to us at the address above.

Cardholder's Name:

Signature:

Date:

Card number *(the long number on the front of your card)*:

Issue No.: *(If applicable)*

Start Date: *(mm / yy)* /

Expiry Date: *(mm / yy)* /

Security No.: *(Last 3 digits on signature strip)*

☐ Payment by enclosing a Cheque/Draft

Please make sterling (£) cheques/drafts payable to: 'The Institution of Fire Engineers'. Please ensure that you write your membership number on the back of the cheque/draft before posting it to us at the address above.

☐ Payment by Bank Transfer

Please provide the following details to your bank and ensure that you quote your membership number as a reference with your payment. Please also forward a copy of the remittance to us at the address above or by email to renewals@ife.org.uk.

Bank:	Lloyds TSB	Sort code:	30-94-97
Account name:	The Institution of Fire Engineers	Account number:	00314939
Branch address:	7 High Street, Leicester, LE1 9FS, UK	Swift transfer number:	LOYD GB 21029
Reference:	(your membership number)	IBAN number:	GB32 LOYD 3094 9700 3149 39

☐ Payment by Direct Debit *(UK banks and building societies only)*

Please complete all the sections below including the official use only section using a ball point pen and send it to our address above. Some banks and building societies may not accept direct debit instructions for some types of accounts.

1. Name and full postal address of your bank or building society branch:

To: The Manager

Bank/Building Society:.....

Address:.....

.....

.....Post Code:.....

2. Name of account holder(s):.....

.....

3. Branch sort code:

4. Bank or building society account number:

5. Reference i.e. membership number:

ORIGINATORS IDENTIFICATION NUMBER
830303

DIRECT Debit

6. Instruction to your bank or building society to pay by direct debit:

Please pay The Institution of Fire Engineers direct debits from the account detailed in the Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Institution of Fire Engineers and, if so, details will be passed electronically to my bank/building society.

7. Signature of account holder(s):.....

.....

8. Date:.....

9. For The Institution of Fire Engineers official use only.
(This is not part of your instruction to your bank or building society).

Please indicate your preferred method of payment:

☐ Annually ☐ Quarterly

Please indicate your membership name if different from the account holder's name: .....

The Direct Debit Guarantee should be detached and retained by the Payer.

THE DIRECT DEBIT GUARANTEE

DIRECT Debit

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The Institution of Fire Engineers will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Institution of Fire Engineers to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by The Institution of Fire Engineers or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when The Institution of Fire Engineers asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.