

## Instruction to your Bank or Building Society to pay 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 the address below. Some banks and building societies may not accept direct debit instructions from some types of accounts.

The Institution of Fire Engineers  
 IFE House  
 64-66 Cygnet Court  
 Timothy's Bridge Road  
 Stratford-upon-Avon  
 CV37 9NW

**ORIGINATORS IDENTIFICATION NUMBER - 830303**



**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:**

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**4. Bank or building society account number:**

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**5. Reference ie membership number:**

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**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 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**



- 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.