The Institution of Structural Engineers

The DIRECT Debit

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in this form and return to:
The Institution of Structural Engineers

International HQ
11 Upper Belgrave Street
London SW1X 8BH
United Kingdom

Name(s) of Account Holder(s)

Bank/Building Society Account Number							

Branch Sort Code							
		–			–		

Name and full postal address of your Bank or Building Society	
To: The Manager	Bank/Building Society
Address:	
	Postcode:

Service User Number:	9	9	7	0	9	5

Reference:

FOR the Institution of Structural Engineers OFFICIAL USE ONLY
This is not part of the Instruction to your bank or building society.

Instalment option
Two equal instalments (and payment fee) will be collected in February and July each year.

Instruction to your Bank or Building Society:
Please pay the Institution of Structural Engineers Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Institution of Structural Engineers and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):
Date:

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer

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 Structural Engineers will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Institution of Structural 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 Structural 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 Structural 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.