

Instruction to your bank or building society to pay by Direct Debit

Please complete the details and return to:
**Institution of Mechanical Engineers, PO Box 87,
Oakengates DO, TF3 3WT**

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	

Reference number

Service user number

**For Institution of Mechanical Engineers Members' use only.
This is not part of the instruction to your Bank/Building Society.**

- I wish to pay by Direct Debit in 10 monthly instalments – collected from January to October
- I wish to pay in 3 instalments – collected over 3 consecutive months
- I wish to pay my subscription fee in 1 instalment
- I do not wish to pay the annual Support Network voluntary contribution of £10
- I have included my Membership number in the Reference number box

Additional instalments may be collected by Direct Debit if due to Institution of Mechanical Engineers (ie MPDS fees or additional subscriptions arising from an upgrade in membership)

Instruction to your Bank or Building Society

Please pay Institution of Mechanical Engineers Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Institution of Mechanical 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.

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