

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please use this original form, not a photocopy. Complete the entire form in CAPITALS using a BLACK ballpoint pen and send it to:

**Membership Department
The Chartered Institute of Plumbing and Heating Engineering
64 Station Lane
Hornchurch
RM12 6NB**

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	2	0	1	7	6
---	---	---	---	---	---

For The Chartered Institute of Plumbing and Heating Engineering's official use only

This is not part of the instruction to your bank or building society.

Payment frequency Monthly Annually

Reference

--	--	--	--	--	--	--	--

The Chartered Institute of Plumbing and Heating Engineering

Instruction to your bank or building society

Please pay The Chartered Institute of Plumbing and Heating Engineering 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 The Chartered Institute of Plumbing and Heating Engineering 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.

DD12

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 Chartered Institute of Plumbing and Heating Engineering will notify you ten working days in advance of your account being debited, or as otherwise agreed. If you request The Chartered Institute of Plumbing and Heating Engineering 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 Chartered Institute of Plumbing and Heating Engineering 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 Chartered Institute of Plumbing and Heating Engineering 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 The Chartered Institute of Plumbing and Heating Engineering.