



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

If you do not currently pay by Direct Debit and now wish to, please fill in this side of the form using a ball point pen and send to:

Service User Number

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The Institute of Healthcare Engineering and Estate Management
2 Abingdon House, Cumberland Business Centre,
Northumberland Road,
Portsmouth PO5 1DS

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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

Address

Postcode

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Membership Reference

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FOR The Institute of Healthcare Engineering and Estate Management
OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.
(Please tick)

Annual Collection (5% discount to members wishing to pay this method)

Monthly Collection (10 Monthly Equal Instalments)

Instruction to your Bank or Building Society
Please pay IHEEM 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 IHEEM and if so, details will be passed electronically to my Bank/Building Society.

Signatures

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Date

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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

- The 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, IHEEM will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request IHEEM 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 IHEEM 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 IHEEM 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 IHEEM.