

**If you wish to pay by Credit Card or Debit Card,
please fill in this side of the form using a ball point pen and send to:**

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

INSTRUCTION TO PAY BY CREDIT/DEBIT CARD

I wish to pay by credit/debit card

Name of cardholder:



Signature:

Date:

Credit/Debit Card number :

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

Security Code

Issue Number

Start Date

Expiry Date

Amount

Member Details:

Name:

Membership Number:

Address (of where card is registered):



GUIDANCE ON HOW TO PAY YOUR SUBSCRIPTION

Ways to Pay

Choose one of the following:

- Complete and return enclosed direct debit
- Complete and return enclosed credit card form
- **Online via Website:** Please log on to www.iheem.org.uk and follow the link.
- **Internet Banking:** Pay us direct from your PC if you are registered for Internet Banking with your bank. Please quote invoice or membership number.

These are the details you need:

Barclays Bank, 1 Churchill Place, London E14 5HP

Account Number: 60486752

Sort Code: 20-65-63

Account Name: IHEEM

IBAN: GB03 BARC 2065 6360 4867 52

- **Cheque:** Please post your cheque to **IHEEM, 2 Abingdon House, Cumberland Business Centre, Northumberland Road, Portsmouth PO5 1DS**, make your cheque payable to **IHEEM** and put your membership number on the back.
- Card payment can be taken over the phone by calling 02392 823186



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

Please fill in the whole form including official use box using a ball point pen and send it to:

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

Service user number

9	2	0	0	9	6
---	---	---	---	---	---

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)

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

--

Membership Reference

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

Instruction to your bank or building society
Please pay The Institute of Healthcare Engineering and Estate Management 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 Institute of Healthcare Engineering and Estate Management and if so, details will be passed electronically to my bank/building Society.

Signatures

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.

DDI 1

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 Institute of Healthcare Engineering and Estate Management will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Institute of Healthcare Engineering and Estate Management 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 Institute of Healthcare Engineering and Estate Management 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 Institute of Healthcare Engineering and Estate Management 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.