

Please fill in the whole form using a ball point pen and post it to:

Institute of Highway Engineers De Morgan House 58 Russell Square London WC1B 4HS

Name(s) of Account Holder(s)

Bank/Building Society account number

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

Branch Sort Code

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

Name and address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference

0					
---	--	--	--	--	--

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

Service User Number

9	4	0	0	5	7
---	---	---	---	---	---

FOR IHE USE ONLY

This is not part of the instruction to your Bank or Building Society

Entered	
Despatched	
<p>Please tell us when to collect your fees.</p> <p><input type="checkbox"/> Annually (In 2010 will be in week beginning 1 Feb or March)</p> <p><input type="checkbox"/> In 5 monthly instalments</p>	

IHE Reference Number

0					
---	--	--	--	--	--

Instruction to your Bank or Building Society

Please pay IHE 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 IHE 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 take Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit IHE will notify you 28 working days in advance of your account being debited, or as otherwise agreed. If you request IHE 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 IHE, 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 IHE 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 send a copy of your instructions to **IHE, 58 Russell Square, London WC1B 4HS.**