



Subscriptions, Fees and Payment Form

IHE Annual Subscriptions: 2012

	Payment by Direct Debit	Payment by Credit Card or Cheque
Fellow	£120.00	£135.00
Member	£91.00	£106.00
Associate Member	£85.00	£100.00
Graduate Member	£55.00	£70.00
Student Member over 21	FREE	FREE
Entry Fee on joining	FREE	£10.00 (All Grades)
Retired/Special rate	£50.00	£50.00

New members please complete the form overleaf to pay your fees.

DIRECT DEBITS will be collected in either a single or 5 monthly instalments.

Subscriptions are due on 1 January 2012. The subscription for new members elected after **1 September 2011** covers 2012 and is at the 2012's rates. If you are elected after 1 July 2012 you only pay for half a year.

If you live or work **overseas**: Please pay by a Sterling Bank Draft payable in London or by credit card.

Your IHE and Engineering Council fees are normally **tax deductible**. Apply on your tax return.

If you are **transferring** from one IHE grade to another, you only pay the difference in fees to bring your subscription up to the rate for the higher grade. If your application is likely to be considered after 1 September, you don't pay the difference. Instead you will be charged the rate for your new grade next year. This can be collected either by an existing or new direct debit or you can send a cheque or credit card details with your application.

If you are already registered with the Engineering Council, or have been within the last three years, you can transfer your registration to IHE. Please tell us and include the fee in your cheque or we will collect it with your direct debit. Any arrears must be paid separately by cheque made out to IHE.

Engineering Council fees (per annum)

	CEng	IEng	EngTech
Annual Registration	£32.50	£27.50	£15.80
Interim Registration	£11.50	£11.50	£11.50
Retired/ Special rate	£14.50	£13.50	£9.00
Registration Entry Fee	£46.00	£36.00	£15.00

All Engineering Council fees are collected by IHE. We will invoice you after your Review for the Registration Entry Fee which cannot be collected by direct debit. Cheques are payable to IHE.

The annual fee will be collected with your IHE subscription from 1 January of the year after you register.

Professional Review Fees 2012

	Chartered Engineer	Incorporated Engineer	Engineering Technician
Member (standard route)	£200.00	£160.00	£70.00
Non Member (standard route)	£250.00	£220.00	£100.00
Technical Report Route (M)	£300.00	£260.00	N/A
Technical Report Route (Non-M)	£350.00	£320.00	N/A

Please pay by cheque or credit card. The fee is not returnable and will be processed on receipt.

IHE no longer collects subscriptions for *Surveyor Magazine*. However, members of IHE can benefit from reduced subscriptions to trade publications including *Surveyor* and *Local Transport Today*. Please see the IHE website or telephone the office for further details.

Payment Form to return with your application form

1. Have you an existing Direct Debit or have you completed the DD Form and posted it back?

YES NO

2. If no, please state if you are:

(a) A new member applying for (insert grade and amount due)..... £.....

Please enclose an entry fee of £10.00 £10.00

or (b) an existing IHE member applying for (insert new grade and difference in fees)..... £.....

3. If you are applying for a Professional Review attach your payment or credit card details

..... £.....

I enclose my cheque totalling £.....

or

I authorise IHE to debit my MasterCard/Maestro/Visa Debit (circle which applies) for £.....

Card Number Security code

Start date Expiry date Issue number (if applicable)

If the address where your credit card statement is sent is different to that on your application form, please tell us.

Name _____ Signed _____ Date _____



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

Please fill in the form using a ball point pen and send to:
IHE, De Morgan House, 58 Russell Square, London WC1B 4HS



Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Full Postcode

Service User Number

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IHE Reference

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Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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For IHE USE only

This is not part of the instruction to your Bank or Building Society.
Please tell us when to collect your fees in future.

- Annually (in week beginning 1 February or March)
- In five monthly instalments starting week beginning 1 February.

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 IHE and, if so, details will be passed electronically to my Bank/Building Society

Signature (s)
Date

Bank and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the Payee

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 IHE will notify you ten 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 also notify us.