

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

Please complete this form, save a copy and send to membersubs@cibse.org

Member Details	
CIBSE Membership Number	
First Name	Surname
Preferred Email Address	
Account Details	
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
Bank Name	
Address	
Post Code	

Service user number

6 5 9 0 3 5

For CIBSE official use only.

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

Direct Debit is an annual payment to cover your CIBSE membership fees including Engineering Council Registration and Society fees. It is open to existing members, who hold a UK Bank account. Payment is normally taken during the first week of February in one installment. You will be notified of the exact date and amount each December.

Benevolent Fund Donation

All members have the option to make a donation to the Benevolent Fund with their annual subscription. As a Direct Debit payer this fee will be automatically added each year, to your subscription. If you would like to opt out of making this donation please tick here.

Instruction to your Bank or Building Society

Please pay CIBSE 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 CIBSE and, if so, details will be passed electronically to my Bank/Building Society.

Signature of Account Holder

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 pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit CIBSE will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made in the payment of your Direct Debit, by (CIBSE 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 CIBSE 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.