

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

Please fill in the whole form and send it to:

Membership Services
Institution of Gas Engineers & Managers
IGEM House
28 High Street
Kegworth
Derbyshire
DE74 2DA

Please indicate your selected annual Direct Debit payment date:

January **March**

Name and full postal address of your Bank/Building Society

To: The Manager
 _____ Bank/Building Society
 Address _____

 Postcode _____

Originators Identification Number

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Reference Number (Membership Number)

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Name(s) of Account Holder(s)

Instruction to your Bank/Building Society.

Please pay the Institution of Gas Engineers & Managers 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 Institution of Gas Engineers and Managers and if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society Account Number

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Branch Sort Code

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Signature(s): _____
Date: _____

Note: Banks/Building Society may not accept Direct Debit Instructions from 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 the Institution of Gas Engineers & Managers will notify you 7 working days in advance of your account being debited or as otherwise agreed? If you request the Institution of Gas Engineers & Managers 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 Institution of Gas Engineers & Managers 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 Institution of Gas Engineers & Managers 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 of this.