

**Instruction to your
bank or building society
to pay by Direct Debit**

Please complete the details and return to:
IMechE, PO Box 87, Oakengates DO, TF3 3WT

Alternatively, contact the subscriptions department on
01952 214 050

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference number (Membership number)

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Service user number

8	5	4	1	6	2
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**For Institution of Mechanical Engineers Members' use only.
This is not part of the instruction to your Bank/Building Society.**

- ☐ I wish to pay by Direct Debit in 10 monthly instalments – collected from January to October
- ☐ I wish to pay in 3 instalments – collected over 3 consecutive months
- ☐ I wish to pay my subscription fee in 1 instalment
- ☐ I do not wish to pay the annual Support Network voluntary contribution of £10
- ☐ I have signed the Gift Aid declaration

Instruction to your Bank or Building Society

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

Additional instalments may be collected by Direct Debit if due to IMechE (ie MPDS fees or additional subscriptions arising from an upgrade in membership).

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

**Support Network voluntary
donation Gift Aid declaration**

IMechE members can also make an additional £10 contribution to the Support Network which provides IMechE members with a range of support, including financial aid. If you would like to make a £10 voluntary donation to the Support Network please tick this box ☐

By signing this Gift Aid declaration below, the Fund is able to recover income tax on donations made to it under the Gift Aid scheme.

Signature _____

Date _____

This guarantee should be 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 Mechanical Engineers will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Institution of Mechanical Engineers 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 Mechanical Engineers 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 Mechanical Engineers 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.