

# Ways to pay



## Direct Debit

Get set up before 31 December 2019 by filling in the form below and sending it to ICE Membership Services (details below).



## By cheque

Made payable to 'Institution of Civil Engineers' and write your membership number on the back.



## By card

Contact ICE Membership Services (details are on page 1).

## The Direct Debit Guarantee



Please keep this 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 Civil Engineers will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Institution of Civil 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 Institution of Civil 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 Institution of Civil 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

Institution of Civil Engineers is a Registered Charity in England & Wales (no 210252) and Scotland (SC038629). The ICE Benevolent Fund: Registered charity in England and Wales no.1126595



Set this up before 31 December 2019 by filling in the form below and send it to: Membership Services, Institution of Civil Engineers, One Great George Street, London SW1P 3AA, UK.

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

To the Manager Bank/building society

.....

Address

.....

Postcode

.....

Name(s) of account holder(s)

.....

Service user number (SUN):

9	9	1	1	9	2
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Reference (Membership number):

X	X	X	X	X	X	X	X
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Bank/building society account number:

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Branch sort code:

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### Instruction to your bank or building society

Please pay the Institution of Civil Engineers' 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 Civil Engineers and, if so, details will be passed electronically to my bank or building society.

Signature(s): .....

Print name(s): .....

Date: .....

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