

# The Direct Debit Guarantee



**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.**

- 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 10 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 the 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



Fill 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) .....

Bank/building society account number:

Branch sort code:

Service user number (SUN):

Reference (Membership number): .....

## 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: .....

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## Gift Aid donations

I want to Gift Aid all my donations I have made today and any donations I make in the future or have made in the past 4 years to the Institution of Civil Engineers (ICE) and/or the ICE Benevolent Fund (as applicable). I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all of my donations in that tax year, it is my responsibility to pay any difference. I will inform ICE and ICE Benevolent Fund if I want to cancel this declaration, change my name or home address or no longer pay sufficient tax on my income and/or capital gains.