



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

Please fill in the whole form including official use box using a ball point pen and send it to:

Subscriptions Team  
 The Chartered Institute of Building (CIOB)  
 1 Arlington Square  
 Downshire Way  
 Bracknell  
 RG12 1WA

Service user number

|   |   |   |   |   |   |
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FOR The Chartered Institute of Building OFFICIAL USE ONLY  
 This is not part of the instruction to your bank or building society.

Please Enter Member's full name and designation:

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Please tick all relevant boxes:

Annual Subscription (1 instalment)  
 Annual Subscription (6 monthly instalments)  
 Benevolent Fund donation (£15)

If you are a company paying the members subscription via direct debit please can only the authorised signatories sign the mandate and verify by using Company stamp.

Name(s) of account holder(s)

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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        |                       |

Instruction to your bank or building society

Please pay the Chartered Institute of Building 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 Chartered Institute of Building and, if so, details will be passed electronically to my bank/building society.

|              |
|--------------|
| Signature(s) |
|              |
| Date         |

Reference Number (Membership Number)

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

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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 Chartered Institute of Building will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request The Chartered Institute of Building 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 Chartered Institute of Building 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 Chartered Institute of Building 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.