



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

Originator's Identification Number

9 9 2 5 6 7

Please complete the whole form and send it to:

Membership Department, Energy Institute, 61 New Cavendish Street, London W1G 7AR

Email: membership@energyinst.org

Name and full postal address of your Bank or Building Society branch:

To the Manager:	Bank/Building Society
Postcode	

Name(s) of Account Holder(s):

Bank or Building Society Account Number:

Branch Sort Code  
(from the top right-hand corner of your cheque):

EI Membership reference number

Instruction to your Bank or Building Society:

Please pay the Energy Institute direct debits from this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the Energy Institute and if so details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

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.



## 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 Energy Institute will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Energy Institute 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 Energy Institute 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 Energy Institute 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 the Energy Institute.