



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

Please fill in the whole form using a ballpoint pen and send it to:

The Society of Environmental Engineers  
 100 Borough High Street  
 London  
 SE1 1LB

Service User Number

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Name(s) of Account Holder(s)  
 \_\_\_\_\_

For FastPay Ltd Re The Society of Environmental Engineers Official Use Only  
 This is not part of the instruction to your Bank or Building Society

**Dear Customer: Please Complete Below for Our Records**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Bank or 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 FastPay Ltd Re The Society of Environmental 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 FastPay Ltd Re The Society of Environmental Engineers and, if so, details will be passed electronically to my Bank/Building Society.

Membership Number

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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, FastPay Ltd Re The Society of Environmental Engineers will notify you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd Re The Society of Environmental 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 FastPay Ltd Re The Society of Environmental 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 FastPay Ltd Re The Society of Environmental 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.