

Chartered Institution of Highways and Transportation

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

Please complete the whole form digitally, including official use box and email it to us at membership@ciht.org.uk

Chartered Institution of Highways & Transportation
119 Britannia Walk
London
N1 7JE

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Postcode	

Reference

I would like my Direct Debit to be set up as a

☐ Annual Direct Debit **OR** ☐ 3 Instalment Plan

Service user number

9	1	2	7	6	2
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FOR Chartered Institution of Highways and Transportation OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

Instruction to your bank or building society

Please pay Chartered Institution of Highways and Transportation 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 Chartered Institution of Highways and Transportation and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

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 Chartered Institution of Highways and Transportation will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Chartered Institution of Highways and Transportation 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 Chartered Institution of Highways and Transportation 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 Chartered Institution of Highways and Transportation 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.