



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

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

The Institute of the Motor Industry
Fanshaws
Brickendon
Hertford
SG13 8PQ

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

Address

Postcode.....

Originator's Identification Number

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Reference Number / Membership Number

FOR IMI AND MEMBER OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Note: accounts must be UK registered

Payment options: I wish to pay

Annually

10 Monthly instalments

Instruction to your Bank or Building Society

Please pay The Institute of the Motor Industry 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 Institute of the Motor Industry 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 Institute of the Motor Industry will notify you five working days in advance of your account being debited or as otherwise agreed. If you request The Institute of the Motor Industry 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 the Direct Debit, by The Institute of the Motor Industry 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 Institute for the Motor Industry 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.