



Please fill in the whole form including official use box using a ball point pen and <u>email</u> it to:

The Expert Witness Institute
PO Box 797
Redhill
RH1 9JS

Tel: 020 3880 0064
Email: membership@ewi.org.uk

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

Address

Postcode

Reference

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

Service user number

9	1	7	2	5	5		
FOR THE EXPERT WITNESS INSTITUTE OFFICIAL USE ONLY This is not part of the instruction to your bank or building society.							
Annual collection date: 1st November Subscriptions set up during the year are prorata'd and taken on or around the 1st of the following month or the month after that if there are less than 10 working days left within the month.							
Please provide your EWI Membership Number							
Instruction to your bank or building society Please pay The Expert Witness Institute 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 Expert Witness 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 Expert Witness Institute will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Expert Witness 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 Expert Witness 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 Expert Witness 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 us.

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