



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

### Originator's Identification Number

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### Reference Number

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### Instruction to your Bank or Building Society

Please pay IER 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 IER and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Please fill in the form and return it to

Institute of Employment Rights  
The People's Centre. 50-54 Mount  
Pleasant, Liverpool L3 5SD

### Name(s) of Account Holder(s)


### Bank/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	

a message to  
our subscribers

about  
the  
benefits  
of Direct  
Debiting

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change IER will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by IER or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

To enable us to reduce administration costs the Institute of Employment Rights operates a direct debit system for subscription payments.

Subscribers who pay by this method receive a share of the benefit – saving £5 on their annual subscription.

### Subscription rates

	Normal rate	Discount rate for Direct Debit payments
Individual	£40	£35
Trade Union Org.	£45	£40
Commercial	£165	£160
Unwaged	£25	£25

### A better way to pay

The direct debit service is a proven facility which offers you a safe, simple and convenient way to control your subscription.

### Control

The decision remains yours to change or cancel your Instruction to your Bank or Building Society at any time.

### Convenience

Direct debit dispenses with the time, trouble and expense of having to pay by cheque.

### Safety

Your subscription remains up-to-date ensuring that you receive a regular supply of publications from the Institute.

### How does it work?

1. You complete the direct debit form.
2. The direct debit form goes to the Institute who send it on to your Bank or Building Society with our reference number inserted.
3. Your Bank or Building Society will deduct the sum specified from your account on behalf of the Institute.

### Questions about direct debit payments

#### Require more information?

Just contact us with your query and we will answer it right away. Write to, or telephone:

#### The Institute of Employment Rights

The People's Centre  
50-54 Mount Pleasant  
Liverpool L3 5SD  
0151 702 6925  
fax 0151 702 6935  
email office@ier.org.uk

#### What if you want to cancel?

Just write to your Bank or Building Society to cancel your direct debit. It is helpful, but not required, if you also let us know your intention.

#### What if there is an error?

This is unlikely, but if it happens simply tell your Bank or Building Society, who will reimburse your account immediately and will

inform us as well.

### How do I take advantage of this service?

Complete the form overleaf to instruct your Bank or Building Society to make payments direct from your account. Remember to write in the name of your Bank or Building Society with the full postal address including postcode, the name of the account to be debited, account number and sort code. Sign the form as per your bank mandate (ie. two signatures if required).

We will forward the direct debit form to your Bank or Building Society who will register your instructions. You will be informed as soon as your are enrolled in the direct debit service and we will tell you when payment will begin.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Trade union (if applicable) \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_