Request for a NEW Standing Order

Why not do your banking at a time that suits you by logging on to 365 online (Personal Customers) / Business On Line (Business Customers). For further information or to register, log on to www.bankofireland.com

SETTING UP YOUR STANDING ORDER (S/O)

- A separate form should be completed for each standing order you wish to set up. Neither photocopies nor use of a highlighter are acceptable.
- All fields marked with * are mandatory. Incorrect, illegible and incomplete forms will be returned to you without your new standing order being set up.
- This form should be completed in **BLACK PEN** and posted to Bank of Ireland, Standing Orders Unit, P.O. Box 365, Dublin 18. Please allow **5 working days** prior to the first payment due date. If the form is not received before your first payment is due, your standing order will take effect from the next payment due date.
- Standing Orders can only be operated on a Current Account.
- This instruction will incur a charge for some Business accounts – refer to Fees and Charges brochure for Business customers.

YOUR ACCOUNT DETAILS

Details of the account from which payments will be paid

*** ACCOUNT NAME:**

*** ACCOUNT NUMBER:**

*** SORT CODE:** 9 0

BENEFICIARY DETAILS

Details of the account to which payments will be sent

If this new S/O replaces an existing S/O to the same beneficiary account number Tick YES.

YES ☐ (I request BOI to cancel my existing S/O to the same beneficiary and set up a new S/O as detailed below)

***BRANCH USE ONLY* (S/O NUMBER)**

*** ACCOUNT NAME:**

*** SORT CODE**

*** ACCOUNT NUMBER**

REFERENCE

18 characters (reference will appear on beneficiary's statement)

PAYMENT DETAILS

*** FREQUENCY** WEEKLY ☐ FORTNIGHTLY ☐ MONTHLY ☐

QUARTERLY ☐ YEARLY ☐ OTHER

*** START DATE:** D D M M Y Y Y Y

END DATE: D D M M Y Y Y Y

*** AMOUNT:** .

AMOUNT IN WORDS:

*** CUSTOMER SIGNATURE(S):**

My/Our account will at all times contain sufficient funds to enable each payment to be made on the due date. I/We understand that if three consecutive payments are not made due to insufficient funds, you will cancel this standing order without further reference to me/us.

Internal Use Only

Account Verification: Personally Known ☐ ID / PIN Verified ☐ Signature(s) checked against mandate ☐

Taken by: Staff Signature _____ Staff Number _____

Actioned by: _____

Brand

4-1008R.1 (09/12)

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