

Request for a new Standing Order



Did you know you can set up a standing order by simply logging onto your 365 online or mobile app, select payments, then standing order and then select set up new standing order. Your request will be set up within 1 working day. For more information, search "Standing Order" on our website www.bankofireland.com

Setting up your standing order

- One standing order request per form.
- > All details must be filled in, legible and correct. Any incomplete forms will be returned to you without your new standing order being set up.
- Please print and post your form 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 your 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 from a current account and you will incur a charge for some Business Accounts.
- Personal customers will be sent notification upon completion of your request to your account contact details. Business customers must provide contact details below.

Your Account Details (Details of the account from which payments will be paid)

IEB	OFI		

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)

S/O Number (Branch Use Only):

	J			
Account Name: *				
IBAN: *				
Reference: (Will appear on beneficiary's statement)				
Payment Details				
Frequency: * Weekly Fortnightly Monthly Quarterly Yearly	Other			
Start date: * DDMM20YY				
End date: * D D M M 2 0 Y Y				
Amount: * Amount in words: *				
Customer Signature(s): *				
Sign here	Date: * D D M M 2 0 Y Y			
Personal customers will be sent notification upon completion of your request to your accour contact details below.	Int contact details. Business customers must provide			
Business Mobile Number of other othe	r			
Business Email				
My/Our account will at all times contain sufficient funds to enable each payment to be ma consecutive payments are not made due to insufficient funds, you will cancel this standin Post to : Bank of Ireland, Standing Orders Unit, P.C	g order without further reference to me/us.			
Internal Use Only				
Account Verification:	Branch Brand:			
Personally Known ID/PIN Verified Sig checked Form correct				
Taken by: Staff Signature				
Staff Number				
Actioned by:				

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