# Bank of Ireland

## Request for a NEW Standing Order

Please fill in one form for each standing order you wish to set up on your account

**Please note: Bank of Ireland is unable to accept Standing Order Instructions on certain account types. Please refer to your Branch if you have any queries regarding this.**

To: the Manager, Bank of Ireland _____

Please set up the standing order as detailed below. My/ Our account will at all times contain sufficient funds to enable each payment to be effected on the due date. I/we understand that if three consecutive payments are not made due to insufficient funds the Bank of Ireland may cancel this standing order without further reference to me.

All fields marked with * are mandatory. Please complete and submit in advance of effective payment date. If received after this date it will be processed on the next date standing order is due.
**Incomplete forms may be returned without new standing order being set-up.**

**If this new standing order replaces an existing standing order, I/we understand that I/we must close existing standing order to avoid duplicate payments being processed from my/our account.**

### CUSTOMER DETAILS

***CUSTOMER NAME:**

***CUSTOMER ACCOUNT NUMBER:**

***BRANCH SORT CODE:** 9 0 _ _ _ _
6 digit number on your ATM card

***BENEFICIARY NAME:**
18 characters max

***BENEFICIARY ACCOUNT NUMBER:**

***BENEFICIARY SORT CODE:**

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

***END DATE:** D D M M Y Y Y Y

***AMOUNT:** _ _ _ _ _ _ . _ _

**AMOUNT IN WORDS:**

***FREQUENCY** WEEKLY ☐ FORTNIGHTLY ☐ MONTHLY ☐
QUARTERLY ☐ YEARLY ☐ OTHER

***REFERENCE:**
18 characters max

***CUSTOMER SIGNATURE(S):**

### Internal Use Only

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

**Taken by:** Staff Name _____

Staff Number _____

**Actioned by:** Staff Name _____

Staff Number _____

**Brand**

**Brand**

**Completed forms to be returned to:**
**Centralised Standing Order Team, Bank of Ireland, Operations Centre, Cabinteely, Dublin 18**

Bank of Ireland - The Governor and Company of the Bank of Ireland, incorporated by charter in Ireland with limited liability. A tied agent of New Ireland Assurance Company plc. trading as Bank of Ireland Life.
Bank of Ireland is regulated by the Central Bank of Ireland

Registered No. C-1.
Registered Office and Head Office,
40 Mespil Road,
Dublin 4, Ireland.

A member of Bank of Ireland Group

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