



Bank of
Ireland

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)

Account Name: *

IBAN: * I E B O F I

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):

Account Name: *

IBAN: *

Reference: (Will appear on beneficiary's statement)

Payment Details

Frequency: * Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Yearly ☐ Other

Start date: * D D M M 2 0 Y Y End date: * D D M M 2 0 Y Y

Amount: * Amount in words: *

For businesses: If this form is presented in branch by anyone other than an authorised signatory on the account, the authorised signatory(ies) confirms (by signing this form) that the Bank is permitted to give the Verification of Payee result to that person, and permitted to accept the submission of the form by that person.

Customer Signature(s): *

Sign here

Sign here

Date: * D D M M 2 0 Y Y

Personal customers will be sent notification upon completion of your request to your account contact details. Business customers must provide contact details below.

Business Mobile Number or

Business Email

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.

Post to: Bank of Ireland, Standing Orders Unit, P.O. Box 365, Dublin 18

Verification of Payee (for completion with branch staff)

Match: ☐ No Match: ☐ Verification Not Possible: ☐ Close Match: ☐ Signatory Not Present: ☐

Close Match Result: Customer Signature:

For 'Close Match/No Match' results, if you make a payment, it might be paid to the wrong person or business. You risk losing your money. Bank of Ireland will not be responsible, if that happens. For 'Verification not possible' results, the details may be correct but we cannot confirm them. In all cases if you're unsure, check the account details with the beneficiary before you continue.

Internal Use Only

Branch Brand:

Account Verification:

Personally Known ☐ ID/PIN Verified ☐ Sig checked ☐ Form correct ☐ VOP Validated ☐

Taken by: Staff Signature

Staff Number

Actioned by: