



## Change/Amend existing Standing Order

Why not do your banking at a time that suits you by logging on to 365 online (Personal Customers). Personal customers can also ring 0818 365 365. For further information or to register, log on to www.bankofireland.com

## Amending your Standing Order (S/O)

Actioned by:

- ▶ A separate form should be completed for each standing order you wish to amend. 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 standing order being amended.
- Amendments cannot be made to the frequency and Beneficiary of an existing standing order. Please close the existing standing order and set up a new one.
- ► This form should be completed in BLACK PEN and posted to **Bank of Ireland, Standing Orders Unit, P.O. Box 365, Dublin 18.** If the form is not received before the amendment due date, the amendment to your standing order will take effect from the next payment due date.
- 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 are being paid)
Account Name:*	
IBAN:*	I E B O F I
<b>Existing Beneficiary De</b>	etails (Details of the account to which payments are being sent)
S/O Number (Branch Use Only): Account Name:*	
IBAN:*	
Amendment Details	
Existing Amount:*  New Amount:*  Effective date:*  Please clearly state any othe	Amount in words:*  2 0  amendments in the box below.
Customer Signature(s):*	
Sign here	Sign here  Date:*  Date:*
If you would like to be notified	when your request has been processed, please provide your preferred notification details below:
Mobile Phone Number: Email:	
Liliali.	
	Post to: Bank of Ireland, Standing Orders Unit, P.O. Box 365, Dublin 18
Internal Use Only	
Account Verification:	
	D/PIN Verified Sig checked Form correct Branch Brand
Taken by: Staff Signatu	ire
Staff Numbe	er