# SEPA Instruction:
## Add or Delete Creditors to Black or White List

Bank of Ireland

**Please Note: You may only instruct the bank to create a Black List or a White List. You cannot request both types to be maintained at the same time.**

**Please be aware** that by setting up a Creditor White List means that you want to specify all the Creditors from whom you will accept direct debits. If you set up a White List it also means that direct debits from all Creditors not on the list are automatically rejected. If you had previously set up the Creditor Black List Debtor Service, the Black List will now be removed and replaced with the Creditor White List.

**Please be aware** that by setting up a Creditor Black List means that you want to specify all the Creditors from whom you will reject direct debits. If you set up a Black List it also means that direct debits from all Creditors not on the list are automatically accepted. If you had previously set up the Creditor White List Debtor Service, the White List will now be removed and replaced with the Creditor Black List.

*** Mandatory information required – all information must be provided.** Note: Please fill in one form per request

Please Select one Option A, B, C, D or E:*

**WHITELIST**

**(A) Add Creditor to White List** ☐

**(B) Remove Creditor from White List** ☐

**BLACKLIST**

**(C) Add Creditor to Black List** ☐

**(D) Remove Creditor from Black List** ☐

**(E) Cancel Entire Black or White List** ☐

## Direct Debit Information

Creditor Name*

Creditor ID*

Your IBAN* I E _ _ B O F I _ _ _ _ _ _ _ _ _ _ _ _ _ _

## Customer Information

Name*

If you would like to be notified when your request has been processed, please provide your preferred notification details below:

Mobile Phone Number _ _ _ _ _ _ _ _ _ _

**or**

Email

**Information**

**Creditor Name:** The Company with whom you signed the SEPA Direct Debit mandate

**Creditor ID:** Unique direct debit scheme identifier of the Company with whom you have signed the direct debit mandate. You can find it by contacting your creditor directly or from your recent transactions on 365 online or BOL where extended information is available for previously presented Sepa Direct Debits.

**IBAN:** You can find your IBAN (International Bank Account Number) on the top right hand corner of your Bank of Ireland account statement. (eStatement or Paper Statement).

Customer Signature(s):*

Sign here

Date* D D M M 2 0 Y Y

Sign here

Date* D D M M 2 0 Y Y

**Post to:**

BOI SEPA DEBTOR SERVICES, P.O. BOX 365, DUBLIN 18, IRELAND.

All requests will be processed within 24 hours of the bank receiving the instruction.

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