Change/Amend existing Standing Order

Bank of Ireland

Why not do your banking at a time that suits you by logging on to 365 online (Personal Customers) / Business On Line (Business Customers). Personal customers can also ring 1890 365 365. For further information or to register, log on to www.bankofireland.com

Amending your Standing Order (S/O)

- 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 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

Existing Beneficiary Details (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:*

New amount in words:

Effective date:* D D M M 2 0 Y Y

Please clearly state any other amendments in the box below.

Customer Signature(s):*

Sign here

Sign here

Date:* D D M M 2 0 Y Y

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

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

Internal Use Only

Account Verification:

Personally Known ☐ ID / PIN Verified ☐ Signature(s) checked against mandate ☐

Taken by: Staff Signature:

Staff Number:

Actioned by:

Branch Brand

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Registered No. C-1.
Registered Office and Head Office,
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