

# Standing order request form

Bank of Ireland 

The quickest way to set up a standing order is online through your current account provider. It can take up to 2 working days for an online standing order request to be processed.

## Tips for setting up a paper standing order

- **Submit the form to your current account provider at least 5 working days before your first repayment date.** It may take several working days to process a paper request, so don't miss a repayment by submitting your request too late.
- Paper standing order forms received from digital banks (e.g. Revolut or N26) cannot be processed and will be sent back to you.
- KBC have shared the below details with us. If you have recently changed your repayment date and it's different to the information below, please amend the repayment start date on this form to reflect the new repayment date.

All fields marked with \* are mandatory.

## Your Account Details (Details of the account from which payments will be made):

Account name\*:

IBAN\*:

## And Pay To (Beneficiary Details):

Account name\*:

Beneficiary IBAN no:

Beneficiary BIC

## Payment Details:

Repayment frequency:

Repayment amount:

Repayment start date:

Customer Signature(S)\*:

You are authorised to set up a standing order on my/our account specified above. My/our account will, at all times, have sufficient funds for payment to be made on the due date.

Sign here   


(Account holder 1)

Sign here   


(Account holder 2)

Date\*   /   /

**Post this form to:** To your current account provider or, if you're a Bank of Ireland customer, please post to **Bank of Ireland Standing Orders Unit, P.O. Box 365, Dublin 18.**

**Legal Information** 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 for life assurance and pensions business.

Bank of Ireland is regulated by the Central Bank of Ireland.

**Directors** A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee and on the Bank of Ireland Group website.

**Registered Information** Registered No. C-1

**Registered Office and Head Office** 40 Mespil Road, Dublin 4, Ireland.

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