



Bank of Ireland

SEPA Instruction: Limit Mandate by Amount or Frequency

Please Note: Any direct debit transaction that exceeds the limit amount or frequency requested for a specified mandate will be rejected in full.

Please be aware that by setting up a limit on a direct debit mandate you are agreeing that direct debit transactions drawn against the specified mandate will only be paid up to the specified limit amount and that transactions in excess of this limit will be returned unpaid in full. The limit will remain in place unless you request to remove it, and therefore allow any presented amount to be paid against the specified mandate.

Please be aware that by setting up a frequency limit on a direct debit mandate you are agreeing that you never want to pay a direct debit for more than that frequency e.g. if you set up a monthly frequency limit it means that you only want to pay by direct debit a maximum of once a month for this mandate. Any other direct debit received during the month will be returned unpaid in full. The limit will remain in place unless you request to remove it and therefore allow any frequency to be permitted for that mandate.

***Mandatory information required - all information must be provided.**

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

(A) Add limit amount to mandate: Please enter the limit amount (€):

(B) Remove limit amount from mandate:

(C) Add frequency to mandate. Please select the frequency required: Weekly Monthly Quarterly Annually

(D) Remove frequency from mandate:

Direct Debit Information

Creditor Name*

Creditor ID*

Unique Mandate Reference*

Your IBAN*

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.
Unique Mandate Reference: Unique mandate reference assigned by the creditor to you. 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)*  Date*:

 Date*:

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.