

## Standing Orders – Guidance notes for Clubs and Societies\*

*\*It is the intention of this form that the required information overleaf is prepopulated by the beneficiary/receiver of the funds.*

- A standing order is an instruction from a customer to their bank to make a regular payment of a fixed amount to a named beneficiary (receiver)
- Customers can set up standing orders via their Bank, many Banks offer standing orders setup, amendments, cancellations via their online banking service.
- Organisations such as schools, clubs, and societies may request their customers to set up a standing order to make regular payments such as subscriptions.
- Standing orders can be set up electronically by the customer using their Bank website or customer can complete a Standing Order form.

### **Setting up New Standing Orders electronically**

Organisations can advise their customers that the Standing Order can be set up electronically via the customer's bank

Organisations must provide the customer with the following details to set up the payment electronically

Beneficiary/Receiver Name: (xx characters)	<i>Name of the organisation</i>
BIC (8 characters)	<i>BIC /SWIFT code of the Bank</i>
IBAN (34 characters)	<i>IBAN number of the organisation</i>
*Beneficiary /Receiver Message (18 characters)	<i>Advise the customer what reference they should include e.g. customer name.</i>

*This narrative will appear on the Beneficiary's statement and can be used to identify the Payee*

The number /frequency and amount of the Standing Order to be agreed between the Beneficiary and the Payer

### **Standing Order Form (All Irish Banks will accept this Standing Order Form)**

Organisations can set up a pre- printed Standing Order form for their customers to complete.

The form should be pre- populated with the Organisations Bank Account details.

Customers should be advised where to return the forms to e.g. back to the organisation or directly to their Bank

There are mandatory details which must be included in the form – see attached sample form with mandatory fields

## **STANDING ORDER FORM-Clubs & Societies**

Beneficiary logo /Name – *Pre Populated by the Beneficiary /Receiver*

To the Manager

*To be completed by the Payer*

Branch Address

*To be completed by the Payer*

**I /We hereby authorise and request you to debit my/ our account**

*(Details of the account from which payments will be made)*

\*Account Name:

*To be completed by the Payer*

\*BIC (**optional from Feb 1<sup>st</sup> 2016**)

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*To be completed by the Payer*

\*IBAN (22)

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*To be completed by the Payer*

**and to Credit the Beneficiary/Receiver account**

*(Details of the account to which payments will be made)*

\*Account Name:

*To be Pre populated by the Beneficiary/Receiver*

\*BIC (**optional from Feb 1<sup>st</sup> 2016**)

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\*IBAN (34)

*To be pre populated by the Beneficiary/Receiver*

Beneficiary /Receiver Reference

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*To be pre populated by the payer*

*Reference will appear on Beneficiary /Receiver statement*

Start Date (cannot be historic)

D	D	M	M	Y	Y	Y	Y
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Frequency

Weekly

Fortnightly

Monthly

Quarterly

Annually

Other

Number of Payments

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Amount

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Signature

	Date	
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Signature

	Date	
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**Please allow 5 working days prior to the first payment due date.**

**Please return the form to your branch.**