Standing Orders – Guidance notes for organisations

- A Standing Order is where the account provider makes regular transfers, on the instruction of the customer, of a fixed amount of money from the customer's account to another account.
- 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)	Name of the organisation
	Gúna Nua Theatre
BIC (8 characters)	BIC /SWIFT code of the organisation
	932086
IBAN (22 characters)	IBAN number of the organisation
	IE83AIBK93208606511035
*Beneficiary /Receiver Message (18 characters)	Advise the customer what reference they should include e.g. customer name. Donor Name

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

Terms and Conditions for Standing Orders are available on the Banks' websites.

STANDING ORDER Set Up Form		
Gúna Nua Th	Beneficiary logo /Name if applicable	
To the	iodii o	
Manager		
Branch Address		
	thorise and request you to debit my/ our account count from which payments will be made)	
Account		
Name:		
BIC (<u>optional</u>		
from Feb 1 st 2016)		
IBAN		
	Beneficiary/Receiver account	
	ccount to which payments will be made)	
Account Name:	Gúna Nua Theatre	
BIC (<u>optional</u> <u>from Feb 1st</u> <u>2016)</u>	9 3 2 0 8 6	
IBAN	IE83 AIBK 9320 8606 5110 35	
*Beneficiary		
/Receiver Reference	Reference will appear on Beneficiary /Receiver statement	
Start Date (cannot be historic)		
Frequency	Weekly Fortnightly Monthly	
	Quarterly Annually Other	
Number of		
Payments		
Amount		
Signature	Date	
Signature	Date	
	Please allow 5 working days prior to the first payment due date.	

Please return the completed form to your branch.