



Change/Amend existing Standing Order

Did you know you can change/amend your standing order payment by simply logging onto your 365 online or mobile app, select payments, then Standing Orders, choose which account the standing order is paid from, click on the standing order and then select manage. Your request will be changed within 1 working day. For more information, search "Standing Order" on our website www.bankofireland.com

Amending your standing order

- ▶ One standing order request per form.
- ▶ All details must be filled in, legible and correct or your form will be returned to you without any amendments being made.
- ▶ Amendments cannot be made to the frequency and beneficiary of an existing standing order. Please close the existing order and set up a new one.
- ▶ Please print and post your form to Bank of Ireland, Standing Orders Unit, P.O. Box 365, Dublin 18. Please allow 5 working days for request to be changed.
- ▶ If your form is not received before the new amendment due date, your amendment will take effect from the next payment due date.
- ▶ This instruction will incur a charge for some business accounts.
- ▶ Personal customers will be sent notification upon completion of your request to your account contact details. Business customers must provide contact details below.

Your Account Details (Details of the account from which payments are being paid)

Account Name: *

IBAN: *

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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: *

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New Amount: *

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Effective date: *

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Amount in words: *

Please clearly state any other amendments in the box below.

Customer Signature(s): *

Date: *

						2	0		
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Personal customers will be sent notification upon completion of your request to your account contact details. Business customers must provide contact details below.

Business Mobile Number

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 or

Business Email

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Internal Use Only

Account Verification: Personally Known ID/PIN Verified Sig checked Form correct

Taken by: Staff Signature

Staff Number

Actioned by:

Branch Brand

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