

To

Bank

Please set up the following Standing Order and debit my/our account accordingly

**1. Account details**

Account name

Account number

Account holding branch

Sort code

**2. Payee details**

Name of person or organisation you are paying

Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay

Sort code - the bank code of the person or organisation you are paying

Account number - the account number of the person or organisation you wish to pay  
(Eight digits - if less place zeros at the front)**3. About the payment**

How often are the payments to be made

Weekly Two weekly Four weekly Monthly Quarterly Half yearly Yearly 

Amount details

Date and amount of first payment  
(please allow 3 working days for receipt)

€

Date and amount of ongoing payments  
(If different from the first payment)

€

Choose one of the following two options

1. Date and amount of final payment

€

2. Until further notice

(payments will be made until you cancel this instruction)

**4. Confirmation**

Customer signature(s)

Date