

Standing Orders

Guidance Notes for Organisations

- 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:	<i>Name of the organisation:</i> L'ARCHE IRELAND
BIC (8 characters)	<i>BIC /SWIFT code of the organisation</i> BOFIE2D
IBAN (22 characters)	<i>IBAN number of the organisation</i> IE04 BOFI 9001 7213 6617 56
*Beneficiary /Receiver Message (18 characters)	<i>Please include your name here</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.

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

STANDING ORDER Set Up Form

L'Arche Ireland

To the Manager

Branch Address

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

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

Account Name:

BIC (optional from Feb 1st 2016)

IBAN

and to Credit the Beneficiary/Receiver account

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

Account Name:

BIC (optional from Feb 1st 2016)

IBAN

*Beneficiary /Receiver Reference

This reference will appear on L'Arche's statement. Please include your name here

Start Date (cannot be historic)

<i>D</i>	<i>D</i>	<i>M</i>	<i>M</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>

Frequency

Weekly	<input type="text"/>	Fortnightly	<input type="text"/>	Monthly	<input type="text"/>
Quarterly	<input type="text"/>	Annually	<input type="text"/>	Other	<input type="text"/>

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 L'Arche Ireland:

Diana Walsh - Fundraiser - L'Arche Ireland
'An Siol', 42 West Street, Callan, Co. Kilkenny