## **Standing Orders – Guidance notes**

- 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), in this case Limerick City & County Council.
- 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 the customer can complete the Standing Order form on the reverse side.

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

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)	LIMERICK CITY & COUNTY COUNCIL, COUNTY FUND ACCOUNT NO 1
BIC (8 characters)	AIBKIE2D
IBAN (22 characters)	IE93 AIBK 9352 4787 0420 40
*Beneficiary /Receiver Message (18 characters)	Your customer account number

This narrative will appear on the Beneficiary's statement and can be used to identify you, the customer, to Limerick City and County Council

The number/frequency and amount of the Standing Order to be agreed between Limerick City and County Council and the Payer/Customer

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



## **STANDING ORDER SET UP FORM**

To the 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 <sup>st</sup> 2016)	
IBAN	
	Beneficiary/Receiver account account to which payments will be made)
Account Name:	LIMERICK CITY & COUNTY COUNCIL, COUNTY FUND ACCOUNT NO 1
BIC ( <u>optional</u> <u>from Feb 1<sup>st</sup></u> 2016)	A I B K I E 2 D X X X
IBAN	I E 9 3 A I B K 9 3 5 2 4 7 8 7 0 4 2 0 4 0
*Beneficiary /Receiver Reference	Reference will appear on Beneficiary /Receiver statement
Start Date (cannot be	D D M M Y Y Y
historic) Frequency	Weekly Fortnightly Monthly
	Quarterly Annually Other
Number of Payments Amount	
Amount	
Signature	Date
Signature	Date
	Please allow 5 working days prior to the first payment due date.

Please return the completed form to Limerick City and County Council, Rates Section, Dooradoyle, Limerick V94 WV78