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)	*PDC customer account no & planning reference*

This narrative will appear on the Beneficiary's statement and can be used to identify you, the customer, to Limerick City & 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 FORM Set Up Form

Limerick City & County Council

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: LIMERICK CITY & COUNTY COUNCIL, COUNTY FUND ACCOUNT NO 1

BIC (*optional from Feb 1st 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

P	D	C																		

Reference will appear on Beneficiary /Receiver statement

Start Date (cannot be historic)

D	D	M	M	Y	Y	Y	Y

Frequency

Weekly		Fortnightly		Monthly	x
Quarterly		Annually		Other	

Number of Payments

Amount

						.		

Signature		Date	
Signature		Date	