



Branch Brand

# Standing Order Set Up Form

Please print in BLOCK CAPITALS

\*Denotes mandatory field

## Branch Details

1. To the Manager\*

2. Branch Address\*

## Customer (Sender) Details

3. Sender Name\*

4. IBAN\*

**Payee Details** Payments may only be sent to qualifying destinations, a full list of SEPA countries and territories is available on [www.aib.ie](http://www.aib.ie) or ask in branch.

5. Payee Name\*

6. IBAN\*

7. Payee Message\* (maximum character limitation of 18)   
 Message will appear on Payee Statement

## Standing Order Details

8. Start Date\* Please use DDMMYYYY date format. (Cannot be historic)

9. Frequency\* (Please see reverse of form for more information) Weekly  Fortnightly  Monthly   
 Quarterly  Annually  Other

10. Number of Payments\*  or No End Date\*  (Please select one, not both)

11. Euro Payment Amount\*  (max amount is €99,999.99 per transaction)

12. Euro Payment Amount in words only - this includes cents\*

## 13. Customer Acknowledgement and Authorisation

Terms and Conditions relating to standing orders apply (the "Terms"). The Terms are set out in the Terms and Conditions issued by Allied Irish Banks, p.l.c. (the "Bank") for the account to be debited. Please read the Terms carefully, copies of which are available at any branch of the Bank and on [www.aib.ie](http://www.aib.ie). To: Allied Irish Banks, p.l.c. Please carry out the above standing order instruction on my/our behalf. I/we acknowledge that I/we have read the Terms and agree to be bound by them.

Customer Authorised Signature(s)* <input type="text"/>	Date <input type="text"/>
Customer Authorised Signature(s)* <input type="text"/>	Date <input type="text"/>

## Branch Use when Customer Present

**14. Verification of Payee ('VOP')** (Branch to Complete - only required if a customer authorised signatory is present in branch)

VOP Response: Match  Close Match  Details Do Not Match  Match Not Possible

If the VOP response is a 'Close Match' record the response here:

Please make the customer aware that if the Standing Order is sent to someone other than the intended payee, we may not be able to recover their funds. Please tick to confirm the VOP response was shared with the customer and they wish to proceed with the Standing Order

Please allow 5 working days prior to the first payment due date.  
Please return the completed form to your branch.

## Instructions to assist you when completing a Standing Order Form

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- A standing order is an instruction from you to us to make a regular payment of a fixed amount in euro from your account to a named payee. Standing Orders are payments that are made by way of a SEPA Credit Transfer.
- You can set up a Standing Order to countries and territories in the SEPA zone. You can find a full list of SEPA countries and territories on our website [www.aib.ie](http://www.aib.ie) or ask in branch.
- To send a Standing Order, the payee's bank must support the SEPA Credit Transfer (SCT) scheme.
- Standing orders can be set up electronically by using our online banking services or manually, by completing this Standing Order Set Up form and either bringing or posting this form to your local branch. You can also amend or cancel standing orders on our online banking service or through your local branch.

### Branch Details

#### i.e. details relating to the Branch where the form is submitted

1. To The Manager of the Branch where the form is submitted. Input the name of the Branch here.
2. Branch Address where the form is submitted.

### Customer's (Sender's) Details

#### i.e. details relating to the company/person sending the payment

3. Your name or company name on the account to be debited.
4. The IBAN (International Bank Account Number) of the sender. For more information on IBAN's, please see our website [www.aib.ie](http://www.aib.ie) or ask in branch.

### Payee's Details

#### i.e. details relating to the company/person to receive the payment

5. Payee's Name: The name of the person or entity who will receive the payment.
6. The IBAN (International Bank Account Number) of the payee. For more information on IBAN's, please see our website [www.aib.ie](http://www.aib.ie).
7. Advise the customer what message they should include e.g. customer name. This narrative will appear on the Payee's statement and can be used to identify the Payer. The maximum number of characters is 18.

### Payment Details

8. Start Date of the Standing Order.
9. Please select the frequency required. If you require the standing order to be every 4 weeks, every 2 months, every 4 months or half-yearly, please specify in the 'Other' box.
10. Select either the total number of payments of the Standing Order or mark as indefinite, no end date.
11. The amount of money (in Euro only) you wish to set up in figures. (The standing order amount per transaction must be €99,999.99 or less).
12. The amount of money (in Euro only) you wish to set up in words.

### Data Protection Notice

For information in relation to how we collect personal information about you, how we use it and how you can interact with us about it, see our Data Protection Notice in branches or online at [www.aib.ie/dataprotection](http://www.aib.ie/dataprotection). It may change from time to time.

### Charges

Service charges apply for Standing Orders that are manually set up, amended or cancelled in branch. Please see our Guide to Personal Fees and Charges and Guide to Business Fees and Charges available on our website [www.aib.ie](http://www.aib.ie) or ask in branch for more information.

### Customer Limits and Authorisation

13. The standing order instruction must be signed by the authorised signatories on the sender account.

### Verification of Payee

14. From 5 October 2025, Verification of Payee is being introduced to help you protect your money. The Verification of Payee check is intended to reduce the risk of mistaken payments and scams so you should pay very close attention to this process when making a payment. With Verification of Payee we check the name of who you're sending a SEPA standing order to before you set it up to help make sure you are paying the correct account. We will share the Verification of Payee response with you (Match, Close Match, Details Do Not Match or Match Not Possible). Where the response is 'Close Match', we will include the close match response on the Standing Order form. Please check the Verification of Payee response and the payment details carefully. If you proceed with the standing order instruction after you have received the result of the Verification of Payee check, we will assume that the information you have given us is correct. If you end up sending money to someone else's account, we may not be able to get it back for you.

When Verification of Payee is complete, you will be asked if you want to continue with setting up the standing order.

Note: Verification of Payee will not be completed if you are not present (for example in the case of a Standing Order form being posted to the Bank).

Allied Irish Banks, p.l.c. is regulated by the Central Bank of Ireland. Terms and Conditions apply.