

- 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 the beneficiary is Opportunity Knox.
- Customers can set up standing orders via their Bank by filling out a form such as the one below **or** you can use online banking to set up this Standing Order
- You can use a standing order to set up a to make a once-off payment or to make regular payments e.g. yearly, quarterly or monthly.
- Standing orders can be set up electronically by the customer using their Bank website for online banking or the customer can complete a Standing Order form on paper and submit it to either your Bank Manager or the named beneficiary. (Opportunity Knox in this case.)

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

The Standing Order can be set up electronically via the customer's banking online facility.

The following details are needed about Opportunity Knox to set up the payment electronically.

Beneficiary/Receiver Name: (xx characters)	<i>Name of the organisation</i> <b>Opportunity Knox Charity</b>
BIC (8 characters)	<i>BIC /SWIFT code of Opportunity Knox Bank Account</i> <b>BOFIIE2D</b>
IBAN (22 characters)	<i>IBAN number of the Opportunity Knox Bank Account</i> <b>IE67 BOFI 9061 9562 0073 12</b>
*Beneficiary /Receiver Message (18 characters)	<i>Advise the customer what reference they should include e.g. customer name.</i> <b>Your Name</b> i.e. person giving the gift

*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 i.e. monthly, quarterly, yearly. It can also be just a once-off payment.

### **Standing Order Form (All Irish Banks will accept this Standing Order Form)**

Opportunity Knox has set up a pre- printed Standing Order form for those who want to give a gift. The form below is pre-populated with the **Opportunity Knox** Bank Account details.

You are advised to return the completed Standing Order either to the **Manager, your own Bank, or to Opportunity Knox, Kilmacow Lower, via Waterford, Post Code X91 E37V.**

There are mandatory details which you must be include in the form –please see the attached sample form with mandatory fields you must complete before you post it to us or hand it in to your bank. The form has already been populated with the Opportunity Knox details/'

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

