

# Request for a new Standing Order



Why not do your banking at a time that suits you by logging on to [www.heritagecu.ie](http://www.heritagecu.ie)  
Members can also ring 01 4900162 for further information.

## Setting up your Standing Order (S/O)

- A separate form should be completed for each standing order you wish to set up. Neither photocopies nor use of a highlighter are acceptable.
- All fields marked with \* are mandatory. Incorrect, illegible and incomplete forms will be returned to you without your new standing order being set up.
- This form should be completed and posted to Heritage Credit Union, Main Street Rathfarnham, Dublin 14 D14NX09.
- Please allow 5 working days prior to the first payment due date. If the form is not received before your first payment is due, your standing order will take effect from the next payment due date.
- Standing Orders can only be operated on a Current Account.

## Your account Details (Details of the account from which payments will be paid)

Account Name :  Member Number :   
IBAN :

## Beneficiary Details (Details of the account to which payments will be sent)

S/O Number:  (Branch Use Only)  
Account Name :   
IBAN :   
Reference:   
(Will appear on Beneficiary details)

## Payment Details

Frequency:\* Weekly  Fortnightly  Monthly  Quarterly  Yearly  Other   
Start Date:\*  End Date:\*   
Amount:\*  Amount in words:\*   
Member Signature:\*  Date:\*

If you would like to be notified when your request has been processed, please provide your preferred notification details below:

Mobile Number:  Email:

My account will at all times contain sufficient funds to enable each payment to be made on the due date. I understand that if three consecutive payments are not made due to insufficient funds, you will cancel this standing order without any further reference to me.

**Post to: Heritage Credit Union, Main Street Rathfarnham, Dublin 14 D14NX09**

## Internal Use Only

### Account Verification:

Signature checked against mandate:   
Taken by: Staff signature   
Date:   
Actioned by:

### Branch Brand