



**Irish Banking  
Culture Board**

# How do I set up a standing order from my bank account?



A standing order is when you pay the same amount of money to a person or a company on the same day every month or week.



You can set up a standing order from your bank account.



Watch out for scams or fraud.  
This is when a person lies to you or tricks you to get money from your bank account.



If you want to set up a standing order, here is what you need to do:



- Go to the bank. Each bank is called a branch.



- If you want, you can bring someone that you trust to support you.



- Bring your bank account number and photo identification.

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- Get the name and the bank account number of the person or company you want to pay. This account number is called the IBAN number.



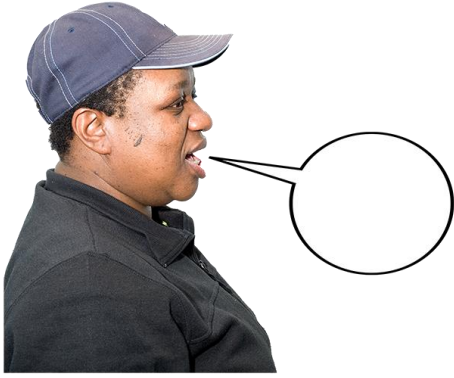
- Decide how much money you want to pay each week or month.



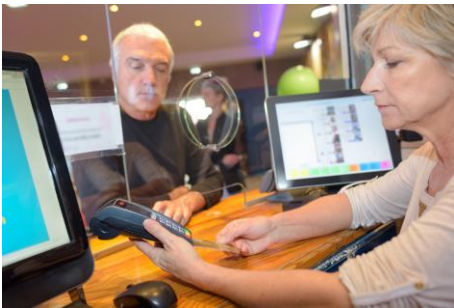
- Decide what date you want to make the payments.



- Go to the counter in the bank. Give the person working at the counter this information.



- You might want to tell the bank what the payment is for so we can put this information with the payment.



- The person working at the counter will set up the standing order for you.



- You can stop the standing order any time you want.  
You just have to tell staff in the bank.

