Ballina GAA & Camogie Club



Entry Form

Name:			
Address:			
Phone No:			
Mobile No:			
e-mail address:			
Payment Method: (Please tick)	Cheque	Standing Order	
Promoter:			
Entry Reference No. (Completed by Club)			

Invest in your Club!
Big Wins for you,
Great Return for Your Community

Standing Orders - Guidance notes for organisations

- 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).
- 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 a Standing Order form.

Setting up New Standing Orders electronically

Organisations can advise their customers that the 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)	Name of the organisation
BIC (8 characters)	BIC /SWIFT code of the organisation
IBAN (22 characters)	IBAN number of the organisation
*Beneficiary /Receiver Message (18 characters)	Advise the customer what reference they should include e.g. customer name.

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

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

Organisations can set up a pre- printed Standing Order form for their customers to complete.

The form should be pre-populated with the Organisations Bank Account details.

Customers should be advised where to return the forms to e.g. back to the organisation or directly to their Bank

There are mandatory details which must be included in the form – see attached sample form with mandatory fields

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

STANDING ORDER FORM Set Up Form

BALLINA GAA CLUB

To the	
Manager	
Branch	
Address	
(Details of the acc	horise and request you to debit my/ our account count from which payments will be made)
Account	
Name:	
DIC / ··· I	
BIC (<u>optional</u> from Feb 1 st	
2016)	
<u>=0=01</u>	
IBAN	
	Beneficiary/Receiver account count to which payments will be made)
Account	
Name:	
,	
BIC (<u>optional</u>	
<u>from Feb 1st</u> <u>2016)</u>	
<u> 2010)</u>	
IBAN	
IDAN	
*Popoficion/	
*Beneficiary /Receiver	
Reference	Reference will appear on Beneficiary /Receiver statement
nererenee	Rejetence will appear on beneficially / Receiver statement
Start Date	D D M M Y Y Y Y
(cannot be	
historic)	
Frequency	Weekly Fortnightly Monthly
	Quarterly Annually Other
Number of	
Payments	
Amount	
Amount	
Signature	Date
Signature	Date
Jigi iatui e	
	Please allow 5 working days prior to the first payment due date.

Please return the completed form to your branch.