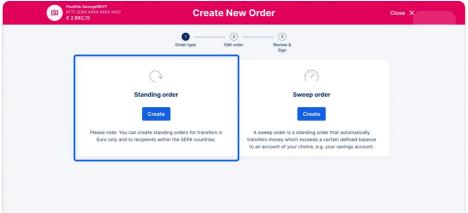
George Transfers & Orders

Transferring with George

Standing Orders

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Recurring orders can require time and effort. If there was only a way to simplify this... Well, there is! With George, you can easily manage standing orders.



Standing orders are a convenient way to transfer money from one of your accounts to other accounts (whether it's your own account or someone else's). You set them up once and George will execute the order as often as you define - or until a certain date. Of course, you can make changes to your standing orders or simply suspend them. Read below about how to

set them up, how to edit them, and how to

suspend them.

Read this English varticle in

Content

Creating a Standing Order

Editing Standing Orders

Pausing Standing Orders

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(i) Please note.

You can create standing orders for transfers in Euro only and to recipients within the SEPA countries.

What is the Difference between a Standing Order and a Sweep Order?

Standing orders and sweep orders are same same but different. George classifies both as "Standing Orders". However, in practice, they work a bit differently:

Standing orders are orders that transfer a defined sum of money from your account to any another account within the SEPA area on a specific date. You tell George how much money he should transfer, and he will do so.

In the case of sweep orders, you let George know how much money he should keep on your respective account and he will transfer any amount that lies above this threshold to another account. Currently, George can only transfer money to one of your own accounts, for example a savings account.

Creating a Standing Order

App

- **1.** Tap on the **account** with which you want to create a standing order.
- 2. Go to the "Functions" section below your account balance.
- 3. Next, tap on "Standing and Sweep Orders". Now you will see all your standing orders.
- **4.** You can create a **new standing order** by tapping on the button at the bottom of the screen.
- **5.** Select whether you want to create a new standing order by **manually** typing in the details, through **Scan & Pay**, or by using a **template**.
- **6.** If you choose to enter the details manually, select the recipient and enter the amount you want to transfer. Tap on "**Next**"

on the top right.

7. Select the **execution day**. George will execute your standing order always on the selected date, e.g "every 4th day of the month".

8. In the next step, you can change the transfer interval as well. Though George preselects "monthly", you can change it to:

```
weekly
quarterly
half-yearly
yearly
or you select "irregular".
```

9. You can now enter a text if you want. Finally, tap on the "**Sign**" button and sign your standing order.

Web Browser

- **1. Select the account** with which you want to create a standing order.
- **2.** In the navigation on the left-hand side you will find the item "**Standing Orders**".

- 3. You will now see all your standing orders.
- **4.** To create a new standing order, click on the "**+ New order**" button at the top of this overview.
- **5.** You can now decide whether you want to create a **standing order** or a sweep order. To **create a standing order**, read further, to create a sweep order, please click **here**.
- **6.** Click on the recipient name field to enter or select a recipient, or click on the address book icon to select one of your contacts.
- 7. If George knows the recipient, e.g. through earlier transfers, he will automatically enter the IBAN. You can of course change it, if needed, by entering the respective IBAN.
- 8. Now you can enter the amount you want

to transfer regularly.

9. In the next step, you can enter a text. This is not mandatory but might help to correctly assign some standing orders.

10. Afterwards, please select an **execution day** and then also the interval. Though George pre-selects "monthly", you can change it to:

```
weekly
quarterly
half-yearly
yearly
or you select "irregular".
```

George will also ask you about the last execution. You can either set it to "until cancellation" or to "until", which will then be a date where George will execute your sweep order for the last time.

11. By clicking on the "**Continue**" button, you will be forwarded to the signing screen. Please **sign** your standing order.

Editing Standing Orders

"Nothing is set in stone" - this also applies to standing orders. You can change your standing orders anytime.



Deadline for Changing Standing Orders

Please note that you can change your existing standing orders up to two days prior to the execution date. Afterwards, changes will apply to the standing order after the next one.

Example: George should execute your next standing order on 1 January. You can change your standing order until 29 December. If you change it after this date, George will apply the changes to the next execution on 1 February.

If you want to make changes to your existing standing order, please:

- 1. Go to your Standing & Sweep orders overview as explained in steps 1-3.
- 2. Select the standing order you want to edit.
- 3. After editing the necessary details, sign your standing order.

Pausing Standing Orders

There might be the case where you say "No, not this time". If you want to suspend a standing order, you can initiate the pause up until two days to the next execution date.

If you want to suspend your existing standing order, please:

- 1. Go to your Standing & Sweep orders overview as explained in steps 1-3.
- 2. Select the standing order you want to suspend.
- 3. Change the execution date to the next execution date when George should execute your standing order.
- 4. Sign your standing order.

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George

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