How to Set-up or cancel a third-party Standing Instruction

Internet Banking

- Log on to Internet Banking with your User ID/Email and password
- Click Account Transfers
- Select "Standing Order to GTBank a/c" or "Standing Order to Other bank(s)" as applicable

To Create Standing Order
- Click "New standing order" and complete the displayed form with required details (e.g. acct to debit, acct to credit, amount, frequency, etc.)
- Provide answer to your secret question and click "Continue"
- Enter your Token's One Time Password and click "Submit"

To Cancel Standing Order
- Click "Cancel standing order"
- Select account and click "Go"
  Note: A list of existing standing orders on the selected account is displayed
- Select the desired standing order(s) to be cancelled by clicking on the checkbox(es)
- Click "Cancel standing order"

  Note: A notification of successful transaction is displayed

GTWorld

- Log on to GTWorld app with your Online Banking User ID and password
- Click "Requests" from the landing page
- Select "Standing Order" >> "New standing Order Request"
- Complete displayed form
- Input 4- digit PIN or token code and select "Done" to submit request

Timeline: Immediately