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| OFFICE DES NATIONS UNIES À GENÈVE | | | |  | | UNITED NATIONS OFFICE AT GENEVA | |
| **BANK INFORMATION / RENSEIGNEMENTS BANCAIRES**  (Please type only, no handwriting – use **tab key** to fill in fields) | | | | | | | | |
| **BENEFICIARY TYPE:** | | | | | | | | |
| **Action:  Add new bank account  Replace existing bank account  Delete bank account below** | | | | | | | | |
| **Last name**: | | | | | | | **First name:** | |
| **Index Number:** | **Telephone:** | | | | **Email address:** | | | |
| **Bank account information *(Please provide a copy of bank statement header or letter from your bank)*** | | | | | | | | |
| **Country:** | | | **SWIFT/BIC (8 or 11 characters)** | | | | **Bank ID or Branch Name** | |
| **Bank Name and Address:** | | | | | | | | |
| **Account Holder Name: (must be identical as on a bank statement, must be in the name of person)** | | | | | | | | |
| **Account type:  Checking account  Saving account** | | | | | | | | |
| **Account Currency:** | | **Account Number or IBAN** | | | | | | |
| **Routing Instructions:** | | | | | | | | |
| **Special Instructions:** | | | | | | | | |

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| --- | --- | --- |
| Please provide below direct correspondent bank in the USA for USD payments (mandatory) | | |
|  | **Pay through in the USA** | Pay through in Europe or final country |
| **SWIFT/BIC** |  |  |
| **Bank name** |  |  |
| **Bank address** |  |  |
| **CHIPS UID** |  |  |

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| **Last Name, First Name (typed)**: | | **Signature (mandatory)** |
| **Date:**  **16/08/2024** | **Remarks:** | |

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| Focal Point(for queries / clarifications) | **Contract = Payment Currency :** | | |
| **NAME** (Printed)**:** **SIGNATURE:** | | |
| **Office no.:** | **Extension:** | **Organization/Office:**    **Division/Section/Unit:** |
| **Remarks:** | | | |

*Last update: September 2019*

**Instructions for Completing the Form**

All fields are required unless not applicable.

**#1. Account Holder Name**

Bank account must be in the name of the person. Joint bank accounts are permitted. Account holder name must be the same as indicated on a bank statement or letter from the bank.

**#2. Account Number**

The new standard format of the International Bank Account Number (IBAN) was introduced and adopted especially in European countries to ensure the straight through processing in the European Union. If you have a euro account in the European Union, IBAN must be provided. In addition, for all bank accounts in countries where the standard format is adopted, IBAN must be provided.

**#3. Account Type**

Contact your bank to confirm whether the account type is required to receive electronic payments.

**#4. Bank Identifier**

The bank identifier uniquely identifies the institution in the banking system within the country. Consult with your bank to obtain the bank identification within the domiciliation country and the international identification when applicable. For example, in the United States, bank local ID is known as the ABA (American Bankers Association) number or the routing number (9 digits). And, generally, the SWIFT BIC code is considered as the international bank identification (8 or 11 digits alpha numeric number). It is recommended to provide the SWIFT BIC code when it is available.

**#5. Bank: Accounts at non-commercial banks or at offshore banks**

UNOG Treasury will only make payments to bank accounts with commercial banks. Making a payment to an offshore bank account or to an account at non-commercial bank (such as brokerage house) is often difficult. Please note that it is the responsibility of the beneficiary to make his/her banking arrangements for investments and brokerage banks.

**#6. Routing Instructions** (important for cross-border United States dollar payment)

The cross-border payments are routed through intermediary banks. There are multiple options for routing cross-border payments and the associated routing fees could vary. A complete routing information will help to enable timely payments with minimum bank charges. While this information is not a requirement to complete the form, it is recommended that you supply it as specific as possible after obtaining guidance from your bank to avoid errors, delays and expensive bank fees.

While the United Nations banks do not deduct any bank fees, your bank or intermediary banks may deduct bank fees from incoming remittances. **Please note that the United Nations does not reimburse bank fees deducted by your bank or by any intermediary bank.**

**#7. Special Instructions** (Important for cross-border payment)

Cross-border payments to some countries require special instructions set by local authorities, such as: the purpose of payment, business identification number and payment details code, **TAX ID for Argentina, Brazil, Colombia, Chile, Dominican Republic**, **Paraguay**. Please contact your bank to confirm whether any special instructions are required to receive cross-border payments.

**A SAMPLE HOW TO FILL THE FORM**

