

## FUNDS TRANSFER REQUEST FORM for Individuals

Before completing, please read the attached instructions carefully. This form must be completed, signed and submitted to the cashier office through **Bangkok Service Hub portal (<https://bkkservicehub.escap.un.org>)**. You may wish to attach a voided cheque or a copy of an account statement to enable verification of banking details.

### **Part A - To be completed by Payee**

**Part A: I hereby request that the payment due from the United Nations be made to the bank account as provided below effective from** \_\_\_\_\_

(Day) (Month) (Year)

Payee Name: \_\_\_\_\_ Index Number: \_\_\_\_\_  
(Staff member only)

Account Holder Name: \_\_\_\_\_  
(See instruction #1)

Account Number/IBAN: \_\_\_\_\_  
(See instruction #2)

Account Currency: \_\_\_\_\_ Payment Currency: \_\_\_\_\_  
(See instruction #3)

Account Type: ☐ Checking account ☐ Savings account ☐ Other: \_\_\_\_\_  
(See instruction #4) (Please specify)

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State/Province) (Postal Code) (Country)

Bank ID: \_\_\_\_\_ SWIFT: \_\_\_\_\_ Local ID: \_\_\_\_\_  
(See instruction #5)

Bank Branch ID: \_\_\_\_\_

Routing Instructions: \_\_\_\_\_  
(See instruction #6)

Special Instructions: \_\_\_\_\_  
(See instruction #7)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### **Part B - For United Nations Official Use Only**

BP ID: \_\_\_\_\_ Contract ID: \_\_\_\_\_ Contract status: ☐ New ☐ Existing ☐ Terminate  
(See instruction #8)

Name and Title: \_\_\_\_\_ Department/Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for Completing the Form

All fields are required unless not applicable. You might be requested to provide additional information.

### #1. Account Holder Name

The bank account name must be the same as the payee name. Joint account containing payee name is allowed.

### #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 Currency vs. Payment Currency

The payment currency should match the payment currency stated in your contract with the United Nations. If the bank account currency is other than the payment currency, payment will be converted automatically into the account currency by your bank, and your bank exchange rate will be applied. Please note that the United Nations does not reimburse any cost of currency conversion. Please consult your bank regarding its procedures and costs for the currency conversions (foreign exchange rates).

### #4. Account Type

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

### #5. Bank Identifier

The bank identifier uniquely identifies the institution in the banking system within the country. It is recommended to provide the **SWIFT** BIC code which is considered as the international bank identification (8 or 11 digits alpha numeric number). The bank **local ID** is required for some countries. For example, the ABA (American Bankers Association) number for the United States of America, the IFSC (Indian Financial System Code) for India, the BSB (Bank State Branch) number for Australia and New Zealand. Please consult with your bank to obtain the applicable bank identification.

### #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 and unambiguous payment 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

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. Please contact your bank to confirm whether any special instructions are required to receive cross-border payments.

For **Indian Rupee account**, please confirm whether the account type is Non-Resident Indian/Non-Resident External/Non-Resident Ordinary (NRI/NRE/NRO) or not.

### #8. Contract Status

New contract: add new bank account.

Existing contract: amend bank account.

Terminated contract: expire bank account.