



## INSTRUCTIONS ON HOW TO FILL IN THE BANKING FORM

*Some of the fields contain drop down boxes which will allow you to select from a number of options. You will need to click on the “please select” field or relevant highlighted field to access this option.*

Fields marked with an asterisk \* are mandatory.

### **Beneficiary information:**

#### **Company name/ Family name; First name\***

This is the name of the person or company who will receive the funds. The name must be identical to the name of the bank account holder. For consultants and individual contractors, the bank account must be in the name of the consultant or individual contractor.

#### **Index number**

Index number, vendor and third party ID numbers are all identification numbers within the UN system that are assigned upon request. If you know your identification number, you should include it here. If you do not know your identification number leave this field blank and your programme focal point will have an identification number set up on your behalf.

#### **Fax/ Telephone number & Email address**

Please ensure this information is accurate in case we need to contact you.

### **Banking information:**

#### **Country\***

If your bank account is held in a country which uses the IBAN banking system, please select “IBAN country” from the drop down option. The International Bank Account Number (IBAN) is an internationally agreed means of identifying bank accounts across national borders. A list of IBAN countries is included below.

If your account is held in a country which does not use the IBAN system, please select one of the alternative options, as applicable.

#### **SWIFT\***

A SWIFT (Society for Worldwide Interbank Financial Telecommunication) Code, or otherwise known as a BIC (Bank Identification Code) is used as a bank identifier and consists of 8 or 11 digits. The SWIFT code is obligatory and must be provided.

SWIFT/ BIC codes can be found and checked via <http://www.swift.com/bsl/index.faces>. Alternatively, the SWIFT/ BIC codes should be found on your bank statement or you may contact your bank to provide you with this information.

#### **Bank ID and Branch name\***

In addition to the SWIFT/BIC code, some countries require an additional bank identification number or branch name identifier. For example, for transfers to the USA, an ABA Routing number is required, transfers to Australia require a BSB number, Canada requires a Transit code and Branch name, Japan requires a Branch code and Branch name, and other countries a Bank ID and branch name.

**Bank name and address\***

You will need to provide the complete bank name and address.

**Account currency\***

This is the currency in which the account is maintained. If your account can accept multiple currencies, please indicate your preferred currency.

**Account number/ IBAN\***

You will need to select either “Account number” or “IBAN” from the drop down options, depending on whether or not your account uses the IBAN banking system (please see “Bank location (Country)” for further information.

Please enter the IBAN number without spaces or hyphens, then click on the “Tab” button and it will be automatically checked for errors. The length and structure of an IBAN number varies from country to country and can be checked in the attached list of IBAN countries.

Please record your account number exactly as it appears on your bank statement (counting the digits is a good control especially for the long IBAN numbers).

**Pay through bank**

For payment transfers, especially in US dollars to certain countries, the intermediary or corresponding bank must be indicated. You will need to contact your bank to provide you with the required details such as SWIFT/BIC code, Bank name, Bank address and CHIPS UID (Clearing House Interbank Payments System Universal Identifier), if you do not already have this information.

**Full name**

Please ensure the full name of beneficiary is included here.

**Signature\***

This form needs to be signed and then scanned in PDF format. Without a signature this form will not be considered valid or complete. Please email both the PDF version and Word version of this document to your programme focal point.

**Date and Remarks**

Please enter the date if it has not been included automatically. Any additional banking information can be included under the “Remarks” section.

**Focal Point information (office use only):**

Please leave this section blank, it is for office use only.

## List of IBAN countries:

IBAN number marked with an asterisk \* is **mandatory** for international payments.

Country	Length	Examples
Albania*	28 an	AL47212110090000000235698741
Algeria	24 an	DZ4000400174401001050486
Andorra*	24 an	AD12 00012030200359100100
Angola	25 an	AO06000600000100037131174
Austria*	20 an	AT611904300235473201
Azerbaijan*	28 an	AZ21NABZ00000000137010001944
Bahrain*	22 an	BH29BMAG1299123456BH00
Belgium*	16 an	BE68539007547034
Benin	28 an	BJ11B00610100400271101192591
Bosnia and Herzegovina	20 an	BA391290079401028494
Brazil	29 an	BR9700360305000010009795493P1
British Virgin Islands	24 an	VG96VPVG0000012345678901
Bulgaria*	22 an	BG80BNBG96611020345678
Burkina Faso	27 an	BF1030134020015400945000643
Burundi	16 an	BI43201011067444
Cabo Verde	25 an	CV64000300004547069110176
Cameroon	27 an	CM2110003001000500000605306
Central African Republic	27 an	FR7630007000110009970004942
Congo	27 an	CG5230011000202151234567890
Costa Rica	21 an	CR0515202001026284066
Croatia*	21 an	HR1210010051863000160
Cyprus*	28 an	CY17002001280000001200527600
Czech Republic*	24 an	CZ6508000000192000145399
Denmark*	18 an	DK5000400440116243
Dominican Republic	28 an	DO28BAGR00000001212453611324
Egypt	27 an	EG1100006001880800100014553
Estonia*	20 an	EE382200221020145685
Faroe Islands*	18 an	FO1464600009692713
Finland*	18 an	FI2112345600000785
France*	27 an	FR1420041010050500013M02606
French Guiana	27 an	Same structure as France
French Polynesia	27 an	Same structure as France
Gabon	27 an	GA2140002000055602673300064
Georgia*	22 an	GE29NB0000000101904917
Germany*	22 an	DE89370400440532013000
Gibraltar*	23 an	GI75NWBK000000007099453
Greece*	27 an	GR1601101250000000012300695
Greenland*	18 an	GL8964710001000206
Guadeloupe	27 an	Same structure as France
Guatemala	28 an	GT82TRAJ01020000001210029690
Guernsey	22 an	Same structure as United Kingdom
Hungary*	28 an	HU42117730161111101800000000
Iceland*	26 an	IS140159260076545510730339
Iran	26 an	IR580540105180021273113007
Ireland*	22 an	IE29AIBK93115212345678
Isle of Man	22 an	Same structure as United Kingdom
Israel*	23 an	IL620108000000099999999

Italy*	27 an	IT60X0542811101000000123456
Ivory Coast	28 an	CI05A00060174100178530011852
Jersey	22 an	Same structure as United Kingdom
Jordan*	30 an	JO94CBJO0010000000000131000302
Kazakhstan	20 an	KZ176010251000042993
Kuwait*	30 an	KW74NBOK0000000000001000372151
Latvia*	21 an	LV80BANK0000435195001
Lebanon*	28 an	LB30099900000001001925579115
Liechtenstein*	21 an	LI21088100002324013AA
Lithuania*	20 an	LT121000011101001000
Luxembourg*	20 an	LU280019400644750000
Macedonia	19 an	MK07300000000042425
Madagascar	27 an	MG4600005030010101914016056
Mali	28 an	ML03D00890170001002120000447
Malta*	31 an	MT84MALT011000012345MTLCAST001S
Martinique	27 an	Same structure as France
Mauritania*	27 an	MR1300012000010000002037372
Mauritius	30 an	MU17BOMM0101101030300200000MUR
Moldova*	24 an	MD24AG000225100013104168
Monaco	27 an	MC5813488000010051108001292
Montenegro	22 an	ME25505000012345678951
Mozambique	25 an	MZ59000100000011834194157
Netherlands*	18 an	NL91ABNA0417164300
New Caledonia	27 an	Same structure as France
Norway*	15 an	NO9386011117947
Pakistan	24 an	PK24SCBL0000001171495101
Palestine, State of*	29 an	PS92PALS000000000400123456702
Poland*	28 an	PL27114020040000300201355387
Portugal*	25 an	PT50000201231234567890154
Qatar	29 an	QA58DOHB00001234567890ABCDEFG
Réunion	27 an	Same structure as France
Romania*	24 an	RO49AAAA1B31007593840000
Saint-Pierre and Miquelon	27 an	Same structure as France
San Marino	27 an	SM86U0322509800000000270100
Sao Tome and Principe	25 an	PT50000200000163099310355
Saudi Arabia*	24 an	SA0380000000608010167519
Senegal	28 an	SN12K00100152000025690007542
Serbia	22 an	RS35260005601001611379
Slovakia*	24 an	SK3112000000198742637541
Slovenia*	19 an	SI56191000000123438
Spain*	24 an	ES9121000418450200051332
Sweden*	24 an	SE3550000000054910000003
Switzerland*	21 an	CH9300762011623852957
Tunisia*	24 an	TN5914207207100707129648
Turkey*	26 an	TR330006100519786457841326
Ukraine	29 an	UA573543470006762462054925026
United Arab Emirates*	23 an	AE260211000000230064016
United Kingdom*	22 an	GB29NWBK60161331926819
Wallis and Futuna	27 an	Same structure as France