**UNITED NATIONS  NATIONS UNIES**

**FUNDS TRANSFER REQUEST FORM**

**(for non-payroll payments)**

**(Please type or print)**

Before completing, please read the attached instructions carefully. This form must be completed **in duplicate** and returned to your executive office. You may wish to attach a voided cheque (or a copy of an account statement) to enable verification of banking details. The Executive/Administrative Officer will verify the signature of the payee and forward one set to the United Nations Treasury. The payee may bring the form in person to the United Nations Treasury, Room S-2031, New York, NY 10017.

**I hereby request that my payment due from the United Nations be made to my bank account.**

*(See instruction #1)*

|  |  |  |  |
| --- | --- | --- | --- |
| Payee’s name: |  |  |  |
|  | (Last name) | (First name) | (Middle initial) |
| IMIS payee ID: |  | Exec./Admin. Office: |  |  |
|  |  |  | (Room No.) | (Tel ext.) |
| Effective from: |  |  |  |  |
|  | (Day) | (Month) | (Year) |
| Currency of payment: |  |
| *(See instruction #2)* |
| Name of bank: |  |
| Address of bank: |  |
|  |  |  |  |  |
|  | (City) | (State) | (Postal Code) | (Country) |
| Bank ID: |  |
| *(See instruction #3)* |
| Type of account: | **SELECT ONE** | [ ]  Checking account | **OR** | [ ]  Savings account |
| (must be completed for an account in the United States. See instruction *#4)* |
|  |
| Account No. or **IBAN** (for banks in Europe): |  |
| *(See instruction #5)* |  |
| Routing instructions: |  |
| *(See instruction #6)* |  |
|  |
| Signature of payee: |  | Date: |  |
| Name and Signature of Exec./Admin. Officer:\* |  | Date: |  |

\*Not required if signature witnessed at United Nations Treasury.

#####  **Instructions for completing the Funds Transfer Request form**

**#1. Bank Account Title**

If you wish to receive payments from the United Nations, you must have *an account in your name*. If yours is a joint account, your name should be a part of the title of the account. Please note that the United Nations will not make a payment to another person on your behalf.

**#2. Currency of Payments**

Please ascertain from your office what currency you are entitled to receive. Please note that payments in currencies other than United States dollars can be made only when you have a bank account in the country of your designated currency.

#### A. If you are only entitled to receive payments in United States dollars in a bank account in the United States

 Please read instructions #3 and #4 carefully.

#### B. If you are entitled to, and wish to have, payments made in United States dollars to an account outside the United States

Payments denominated in United States dollars may be transferred to bank accounts outside the United States. The United Nations Treasury currently makes United States-dollar payments from JP Morgan Chase Bank, New York. Cross-border payments are routed through an intermediary bank or intermediary banks. To avoid errors, delays or expensive bank fees, it is recommended that you contact your bank to ascertain whether there is a preferred method of sending United States-dollar payments to your bank account. Identification of your own bank’s correspondent bank in the United States is helpful in routing your payment accurately with minimum intermediary bank charges. See #5 for the routing instructions.

**Currency conversion.** If your bank account is not in United States dollars, payments in United States dollars may be converted automatically into local currency by receiving banks. Unfavourable exchange rates may be applied which are different from the United Nations exchange rates. Please consult your local bank regarding its procedures and charges.

**Bank charges.**  While JP Morgan Chase Bank, New York does not deduct any bank charges, your bank or intermediary banks may deduct service fees from incoming remittances. **Please note that the United Nations does not reimburse bank fees deducted by your bank or by any intermediary bank.**

###### C. If you are entitled to, and wish to receive payments in a currency other than United States dollars

If you are so entitled (please check your entitlement with your executive/administrative office), the United Nations Treasury will make payments in currencies other than United States dollars. At present, payments made are in the currencies listed below. **You must have a bank account in the country of your designated currency.**

EUR (Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain), AUD (Australia), CAD (Canada), CHF (Switzerland), DKK (Denmark), GBP (UK), INR (India), JPY (Japan), NZD (New Zealand), NOK (Norway), SEK (Sweden)

United Nations official rates of exchange will be applied to calculate your payment if you designate a currency other than United States dollars for payment. Please note that in exceptional cases, payments in currencies not listed above may be made through other United Nations agencies. Details may be obtained from the relevant section/unit in the Accounts Division.

**#3. Bank ID number**

United States ABA number (9 digits)

You may learn from your bank the ABA (American Bankers Association) routing number of your bank. Alternatively, ABA number may be obtained from your personal cheque. It is the first nine-digit number in the lower left-hand corner of your personal cheque. **You may wish to attach a copy of your voided cheque or deposit slip for verification of the ABA number.**

Outside the SWIFT number (BIC code): International identification number of bank

United States (8 or 11 digits alpha numeric number).

**#4. Type of Account** (necessary if your account is located in the United States)

This information is necessary only if your bank account is located in the United States. All bank accounts in the United States are classified as either checking or savings accounts for the purpose of receiving direct-deposit payments (ACH payments). You may have an account of a different type, but for ACH purposes, your account is classified as either checking or savings. If you are not sure of your account type, please contact your bank to verify which account type should be used for ACH purposes.

**#5. IBAN** (International Bank Account Number)

The new standard format of the account number was introduced and adopted especially in euro countries to ensure the straight through processing of the cross-border payments. If you have a euro account in one of the European banks, your current bank statements would indicate IBAN as well as your account number.

IBAN always start with 2 alpha codes for a country, followed by alpha-numeric numbers of varying lengths depending on the country.

A table of IBAN formats for selected countries are listed below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country** | **Total Digits** | **Country Code** | **Check Digits** | **Bank Code** | **Branch Code** | **Account Number** | **Check Digits** |
| **Andorra** | **24 digits alpha numeric number** | AD (2a) | 2n | 4n | 4n | 12an |  |
| **Austria** | **20 digits alpha numeric number** | AT (2a) | 2n | 5n |  | 11n |  |
| **Belgium** | **16 digits alpha numeric number**  | BE (2a) | 2n | 3n |  | 7n | 2n |
| **Cyprus** | **28 digits alpha numeric number** | CY (2a) | 2n | 3n | 5n | 16an |  |
| **Czech**  | **24 digits alpha numeric number** | CZ (2a) | 2n | 4n |  | 16n |  |
| **Denmark** | **18 digits alpha numeric number** | DK (2a) | 2n | 4n |  | 9n | 1n |
| **Estonia** | **20 digits alpha numeric number** | EE (2n) | 2n | 2n | 2n | 11n | 1n |
| **Finland** | **18 digits alpha numeric number** | FI (2a) | 2n | 6n |  | 7n | 1n |
| **France** | **27 digits alpha numeric number** | FR (2a) | 2n | 5n | 5n | 11an | 2n |
| **Germany** | **22 digits alpha numeric number** | DE (2a) | 2n | 8n |  | 10n |  |
| **Gibraltar** | **23 digits alpha numeric number** | GI (2a) | 2n | 4a |  | 15an |  |
| **Greece** | **27 digits alpha numeric number** | GR (2a) | 2n | 3n | 4n | 16an |  |
| **Hungary** | **28 digits alpha numeric number** | HU (2a) | 2n | 3n | 4n + 1n | 15n | 1n |
| **Iceland** | **26 digits alpha numeric number** | IS (2a) | 2n | 4n | 2n | 6n + 10n |  |
| **Ireland** | **22 digits alpha numeric number** | IE (2a) | 2n | 4a | 6n | 8n |  |
| **Italy** | **27 digits alpha numeric number** | IT (2a) | 2n+1a | 5n | 5n | 12n |  |
| **Latvia** | **21 digits alpha numeric number** | LV (2a) | 2n | 4a |  | 13an |  |
| **Luxembourg** | **20 digits alpha numeric number** | LU (2a) | 2n | 3n |  | 13an |  |
| **Netherlands** | **18 digits alpha numeric number** | NL (2a) | 2n | 4a |  | 10n |  |
| **Norway** | **15 digits alpha numeric number** | NO (2a) | 2n | 4n |  | 6n | 1n |
| **Poland** | **28 digits alpha numeric number** | PL (2a) | 2n | 4n | 4n | 16an |  |
| **Portugal** | **25 digits alpha numeric number** | PT (2a)  | 2n | 4n | 4n | 11n | 2n |
| **Slovenia** | **19 digits alpha numeric number** | SI (2a) | 2n | 5n |  | 8n | 2n |
| **Spain** | **24 digits alpha numeric number** | ES (2a) | 2n | 4n | 4n+1+1 | 10n |  |
| **Sweden** | **24 digits alpha numeric number** | SE (2a) | 2n | 3n |  | 16n | 1n |
| **Switzerland** | **21 digits alpha numeric number** | CH (2a)  | 2n | 5n |  | 12an |  |
| **U. K.** | **22 digits alpha numeric number** | GB (2a) | 2n | 4a | 6n | 8n |  |

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

If you request that a United States-dollar payment be made to your account outside the United States, the United Nations will make cross-border payments to credit your account. 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, we recommend that you supply it after obtaining guidance from your bank. It may be helpful for your bank to note that the United Nations makes payments in United States dollars from JP Morgan Chase Bank, New York. Please ascertain from your bank the name of its correspondent bank in the United States. The routing instruction should be as specific as possible to minimize fees.