



## BANK INFORMATION / RENSEIGNEMENTS BANCAIRES

Beneficiaries are advised that payments are effected by direct bank transfer to a valid bank account in the beneficiary's name. If you do not have a bank account, we would request that one be opened for that purpose. Please provide banking information as requested below.

L'attention des bénéficiaires est attirée sur le fait que les paiements effectués virés directement au compte bancaire établi au nom du bénéficiaire. Si vous ne disposez pas d'un compte bancaire, veuillez en ouvrir un à cet effet. Veuillez fournir les renseignements demandés ci-dessous.

BENEFICIARY (CONSULTANT / VENDOR / THIRD PARTY)												
<b>Name:</b>	<b>First Name:</b> (for consultants only)											
<b>Address:</b>	<b>Tel. No.:</b>	<b>IMIS Index No.</b>										
BANK INFORMATION												
<b>Name:</b>												
<b>Address:</b>												
<b>Bank ID number:</b> (National)		<b>Bank SWIFT code:</b>										
<b>Account Number</b>		<b>Currency of bank account:</b>										
<b>International bank account number: IBAN</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table>											
<b>Routing instructions:</b> (if applicable) *	<b>Pay through 1</b>	<b>Pay through 2</b>										
<b>Swift code</b>												
<b>Bank name</b>												
<b>Bank address</b>												
<b>Routing Code/Bank Code</b>												

**NOTE :** Please attach sample of your bank account statement / Veuillez attacher une copie de votre relevée de compte bancaire

\* **(REMINDER: It is important to indicate complete bank details to enable us to efficiently transfer funds to your accounts. Different countries have different bank codes. Example : USA- 9 digit ABA, UK- 6 digit Sort Code, Germany-8 digit BLZ, Austria- 5 digit BLZ, Australia- 6 digit BSB, France- 23 digit a/c no., Canada- 8 digit Transit No., Italy-ABI/CAB.)**

\* **(RAPPEL: Il est important d'indiquer tous les détails bancaires afin de nous permettre de transférer efficacement les fonds sur votre compte. Tous les pays ont des codes différents. Exemple: USA 9 caractères ABA, UK- 6 caractères Sort Code, Allemagne- 8 caractères BLZ, Autriche- 5 caractères BLZ, Australie- 6 caractères BSB, France- 23 caractères compte bancaire, Canada- 8 caractères Transit No., Italie- CAB/ABI.)**

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

Signature of Beneficiary: \_\_\_\_\_

Signature du Bénéficiaire: \_\_\_\_\_

*For Requesting Office / Department (mandatory)*

<b>Focal Point</b> (for queries / clarifications)	<b>NAME</b> (Printed):	
	<b>Tel:</b>	<b>e-mail:</b>
<b>Contract/Payment Currency :</b>	<b>Date :</b>	

## 1. Bank account

**Accounts at non-bank financial institutions.** UNOG will only make payments to accounts with banks. Please make arrangements with your bank where wire transfers will be made for you to further transfer funds to your accounts with non-financial institutions (brokerage and investment firms).

## 2. Bank account title

You should have a bank account in your name or a joint account maintained by yourself and no more than one other person. Please note that deposits will be made only to bank accounts which bear your name (vendor name).

## 3. Currency of Payments

Requirements for banking information vary depending on currency of payment. Ideally your bank account currency and currency of payment to you should match to avoid currency conversion by your (beneficiary's) bank.

### a) If you wish to receive payments in Swiss francs to an account in Switzerland

Wire transfers can be made to all financial institutions that are members of the Swiss Interbank Clearing (SIC) network. Almost all financial institutions in Switzerland are members of the SIC network. Please note that we do not transfer funds to an investment account with investment firms or brokerage houses. Please obtain the IBAN number and Swift BIC code of your bank. You can receive your payment to the PostFinance account also. The payment to PostFinance account requires IBAN number of postal account. Please use SWIFT code **POFI CH BE XXX** for your PostFinance account.

### b) If you wish to receive payments made in United States dollars

**Accounts at banks in the United States.** US dollar payments are made by wire fund transfer. Please obtain the ABA routing number of your bank. The ABA number is the first nine-digit number in the bottom left-hand corner of your personal cheque. You may wish to send a copy of your voided cheque for verification of the ABA routing number.

**Accounts at banks outside the United States.** Payments denominated in United States dollars may be transferred to bank accounts outside the United States. United States dollar payments are currently made from JPMorgan 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 for sending US dollar payments to your bank account. Identification of your own bank's correspondent bank in the United States may be helpful in routing your payment accurately with minimum intermediary bank charges. See note 4 for routing instructions and bank charges.

### c) If you wish to receive payments made in European Union currency (EURO)

**Accounts at banks in European Union.** Payments denominated in EURO may be transferred to bank accounts within European Union zone. Payments in EURO are currently made from JPMorgan Chase bank, London, Paris and Frankfurt depending on your bank's location. Those three bank accounts are used to diminish cross-boarder charges. See note 4 for list of countries requiring IBAN numbers, Swift BIC, routing and bank charges information.

**Accounts at banks outside European Union.** Payments denominated in EURO may be transferred to bank accounts outside European Union zone. To avoid errors, delays or expensive

bank fees, it is recommended that you contact your bank to ascertain whether there is a preferred method for sending EURO payments to your bank account. Identification of your own bank's correspondent bank in Europe may be helpful in routing your payment accurately with minimum intermediary bank charges. Please refer to note 4 for routing instructions and bank charges.

#### **4. IBAN, SWIFT BIC code, Bank ID number, routing and charges**

**Countries requiring IBAN numbers and Swift BIC:** Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, French Guiana, Germany, Gibraltar, Guadeloupe, Greece, Hungary, Republic of Ireland, Iceland, Italy, Liechtenstein, Lithuania, Luxembourg, Latvia, Martinique, Malta, the Netherlands, Norway, Poland, Portugal including Azores and Madeira, Réunion, Spain including Canary Islands and Ceuta and Melilla, Slovenia, Slovak Republic, Sweden, Switzerland and the United Kingdom of Great Britain and Northern Ireland. **Payments in EURO to the preceding list of countries require an IBAN number and Swift BIC.**

#### **Bank ID Number**

Banks in different countries use different formats to identify banks and accounts. **It is your responsibility to provide complete and unambiguous payment instructions.** It is important to obtain SWIFT code of the bank as it identifies the bank. To identify branch and routings, additional codes are needed.

The format used in countries outside the European Union for payments are provided below:

United States	ABA number (9digits) + account number
Australia	BSB number (3 digits + 3 digits) + account number
Canada	Transit number (5 digits +3 digits) + account number
Russian Federation	bank number (8 digits) + account number

Please obtain the branch code numbers of your bank. You may wish to provide a copy of your monthly bank statement or a credit advice of incoming funds for verification of the account, IBAN and Swift BIC.

#### **Bank charges**

If you fail to provide your correct banking information in due time, or that the information provided is incorrect, the payment will be returned by your bank to the UNOG Treasury bank account. If this is the case, bank charges will be deducted in order to 'repair' the payment. Those charges will be deducted from your payment. In case of payment through corresponding banks, your bank or intermediary banks may deduct service fees from incoming remittances. Payments in EURO to a bank account in the European Union and the European Economic Area without the IBAN and Swift (BIC) codes will incur additional bank charges. **Please note that the United Nations does not reimburse bank fees deducted by your bank or by intermediary banks.**