

UNICEF Authorization for Direct Deposit

Of Salary and Non-Salary Payments for Internationally Based Field Staff and ALL NYHQ Staff

Submit to: _____ (Human Resources Officer responsible for your duty station in DHR)
Required Actions: _____

Personal Information

Index No.:	_____	First Name:	_____	Division/Section:	_____
		Middle Name:	_____	Duty Station:	_____
		Last Name:	_____	Room:	_____
		E-Mail:	_____	Phone:	_____

Bank Information

Internationally recruited field staff will be paid net salary to the account listed below, after the deduction for the monthly portion paid locally. Note: Staff whose duty station is USA must be paid in USD and into only one bank account. Staff whose duty station is Switzerland must be paid in CHF.

Currency of Payment:	_____	Currency of Bank Account:	_____
Bank Name:	_____	Bank Country:	_____
Account Number:	_____	Account Type:	_____
Bank Address:	_____		

Bank ID Number
____ _

Length varies by country. USA banks utilize nine-digit FED ABA on lower left of personal check.

BIC/Swift Address - 11 digits
____ _

For European bank accounts in IBAN Format, the BIC/SWIFT address must be the one related to the IBAN.

IBAN Account Format
____ _

Widely used in Europe - length varies by country. Maximum 34 digits.
Attach a voided check to enable verification of data submitted.

- I hereby advise UNICEF of my banking preferences.
- Until further notice, make payment of all amounts due to me by UNICEF into my bank account(s) indicated above.
- I understand that I am responsible for the accuracy of above information and for promptly notifying UNICEF of changes.
- I understand these instructions will be in effect for a minimum of six (6) months, except for reassignment.
- These instructions are effective from _____. Bank instructions cannot be backdated.
dd.mm.yyyy

Signature _____

Date (dd.mm.yyyy.) _____