



FUNDS TRANSFER REQUEST FORM

(for Commercial, Non-Commercial and Third-Party)

(Please type or print)

Before completing, please read the attached instructions carefully. This form must be completed, signed and submitted to your local cashier office through **Umoja workplace**. You may wish to attach a voided cheque or a copy of an account statement to enable verification of banking details.

Part A and B - To be completed by Commercial, Non-commercial or Third-Party Organization.

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)

Organization Name: _____

Account Holder Name: _____
(See instruction #1)

Account Number.: _____
(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)

Part B: *(See instruction #8)*

Authorized Official Name: _____

Signature: _____ Date: _____

Contact Phone number: _____ Contact Email: _____

Part C - For United Nations Official Use Only

BP ID: _____ Contract ID: _____ Contract status: New Existing Terminate
(See instruction #9)

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 such as vendor registration number and country of registration.

#1. Account Holder Name

If the bank account name is different than the organization name, the organization is required to provide a proof of ownership of the bank account. If the bank account holder and the organization are two different entities, the entity that holds the account will be created as a permitted payee.

#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. Consult with your bank to obtain the bank identification within the domiciliation country and the international identification when applicable. For example, in the United States, bank local ID is known as the ABA (American Bankers Association) number or the routing number (9 digits). And, generally, the SWIFT BIC code is considered as the international bank identification (8 or 11 digits alpha numeric number). It is recommended to provide the SWIFT BIC code when it is available.

#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 (Important for cross-border payment)

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.

#8. Contact Information

The contact information of the organization is required to confirm whether the request to add or amend the organization's banking details is genuine.

#9. Contract Status

New contract: add new bank account.

Existing contract: expire and add bank account;

on exception basis, amend existing bank account (requires additional approval).

Terminated contract: expire bank account.