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Commercial and Non-Commercial Banking Details Form

United Nations

Office of Program Planning, Budget and Finance  
Treasury / Cashier's Section

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## Commercial and Non-Commercial Banking Details Form

Please read the guideline carefully before duly completing this form. Please type or print.

### Part A and B - To be completed by Commercial and Non-Commercial Organization

#### Part A: (Banking Details)

Organization Name:

Account Holder Name:

Account Number:

Account Currency:

Payment Currency as per Contract:

Account Type:  Checking account  Savings account  Other: -

Bank Name:

Bank Address:

(City)

(State/Province)

(Postal Code)

(Country)

Bank ID:  SWIFT:  Local ID:

Bank Branch ID:

Routing Instructions:

Special Instructions:  Organization ID  Type of ID  
 Other (Please specify)

#### Part B: (Certification by Authorized Official)

Name of Authorized Official:

Title of Authorized Official:

Signature:

Date:

Contact Phone Number:

Contact Email:

#### Part C: (Reserved for United Nations Officials)

Umoja Contract No.

Entity Contract No.

Request No.

Initials:

Date:

## Guideline for Completing the Form:

In Part A all fields are required unless not applicable. And, additional information such as vendor registration number and country of registration might be requested. **In Part B all fields are required.**

### Part A

#### 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 may be created as a permitted payee in the sole discretion of the United Nations.

#### 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.

#### 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).

#### Account Type

Contact your bank to confirm whether the account type is required to receive electronic payments.

#### 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.

#### 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.**

#### Special Instructions (Important for cross-border payment)

In some countries local regulators require providing the Organization ID in the payment instructions. The organization ID is the registration ID or the tax ID. The registration ID for commercial organizations is the company ID and for non-commercial organizations – the national ID. If required by your local regulations, please provide your organization ID number and specify the type of ID.

### Part B

All fields are mandatory. The signing official is responsible for the accuracy of all the banking details provided in Part A and its compliance with the contract or Purchase Order. **It is recommended that the requestor validates the banking details with its own bank.**

The signing official is duly authorized by all necessary and appropriate action to execute and amend the contract on behalf of the Business Partner.