**SALARY DISTRIBUTION REQUEST FOR INTERNATIONALLY**

**RECRUITED STAFF IN COUNTRY OFFICES**

This form must be used for the initial establishment of the currency distribution of payments of emoluments for the duty station, and all subsequent changes. Request for changes must be submitted at least one month in advance of the proposed effective date of payment.

Complete electronically and return a signed copy to your respective Human Resources Associate, preferably by e-mail.

|  |  |  |
| --- | --- | --- |
| **Name:** **[first name] [last name]** | **Index number: [index number]** | **Duty station: [duty station]** |

I hereby request the following currency distribution for payment of my salary and allowances**1** (net base salary, post adjustment and dependency allowances) as applicable **to take effect from** **20****.**

|  |  |  |
| --- | --- | --- |
| **Payable at the duty station:****Percentage (in multiples of 5 and 10) 2** |  | **Payable outside the duty station:****Percentage (in multiples of 5 and 10) 2** |
| Please indicate currency at duty station3 or USD:       |  | Please indicate currency:4       |
| *If your local currency payment can be processed via EFT,*5 *please provide bank account details below (all fields are mandatory)* |  | *Please provide bank account details below**(all fields are mandatory)* |
| **Name of bank:** |       |  | **Name of Bank:** |       |
| **Address of bank:**  |       |  | **Address of bank:** |       |
| **Country/region of bank:** |  |  | **Country/region of bank:** |  |
| **Account number:**  |       |  | **Account number:** |       |
| **Name of account holder:**  |       |  | **Name of account holder:** |       |
| **Type of account:** | [ ]  Checking [ ]  Savings |  | **Type of account:** | [ ]  Checking [ ]  Savings |
| **Swift code:** |       |  | **Swift code:** |       |
| **Bank ID5:** |       |  | **Bank ID5:** |       |
| **Country Specific Bank Details - See Instructions Table 1 below (if applicable )** |       |  | **Country Specific Bank Details - See Instructions Table 1 below (if applicable )** |       |
| **Complete if payment is processed through intermediary bank:** |  | **Complete if payment is processed through intermediary bank:** |
| Name of intermediary bank:  |       |  | Name of intermediary bank: |       |
| Address of intermediary bank: |       |  | Address of intermediary bank: |       |
| Bank Account number:(of beneficiary bank with intermediary bank) |       |  | Bank Account number:(of beneficiary bank with intermediary bank) |       |

***Please refer to notes on next page***

|  |  |
| --- | --- |
|  | **Useful information on salary distribution requests** |
| **1** | This form only affects payroll. Changes to payments outside payroll need to be updated through a new [Vendor form](http://sas.undp.org/documents/Vendor-Person_profile_update.doc). |
| **2** | If payment is requested in USD and can be made by EFT, the payment will be disbursed from the HQ bank accounts. Otherwise your local salary payment will be processed by the Finance department of the UNDP Country Office |
| **3** | Currency of Account can only be one of the following currencies: USD-US dollar / AUD-Australian dollar / SEK-Swedish krona / NOK-Norwegian krone / CHF-Swiss franc / CAD-Canadian dollar / DKK-Danish krone / JPY-Japanese yen / GBP-Pound Sterling / EUR–Euro. |
| **4** | Please check with your local finance unit whether EFT (Electronic Funds Transfer) payments are possible in your duty station. |
| **5** | Please refer to the table 1 below for any additional information. |
| **6** | Only required for banks in countries in the table 2 below. |
| **7** | Changes in currency of payment, bank accounts or the distribution apportionments may be made not more than twice in any twelve month period. |

|  |
| --- |
| **Table 1** |
| **Country of bank** | **Currency** | **Specific country and currency combination** |
| Australia | all | BSB - Numeric bank ID [3 digits] and branch ID [3 digits] |
| Argentina | ARS | CBU (Clave Bancaria Uniforme ) is a unique key comprised of 22 numbers representing the bank ID, branch code and account number as follows: 3 digits = bank ID, 4 digits = branch code , 1 digit = check digit ( first part ). +11-digit numeric tax ID in the following format: EG, 20-27215732-5  |
| Brazil | BRL | CPF - Cadastro de Pessoas Físicas/the Brazilian individual taxpayer registry identification |
| Canada | all | Transit Code - Numeric Bank ID [4 digits] and Branch ID [5 digits] |
| Colombia | all | Numeric national ID, can vary in length. Only numeric values, do not include any special characters like dashes, dots or spaces. |
| Dominican Republic | all | 11-digit numeric national ID. Only numeric values, do not include any special characters like dashes, dots or spaces.+IBAN |
| Ecuador and Haiti | all | National 10-digit numeric national ID. Only numeric values, do not include any special characters like dashes, dots or spaces |
| India | INR | IFSC bank ID - Indian Financial System Code - 4 letters +7 digits |
| Japan | all | Zengin code Numeric bank ID [4 digits] + branch ID [3 digits] |
| Kuwait | all | 12-digit numeric National ID. Only numeric values, do not include any special characters like dashes, dots or spaces.+IBAN |
| Malaysia | MYR | IBG Routing Number |
| Mexico | MXN | CLABE - Clave Bancaria Estandarizada - 18 digits |
| Namibia | all | 6-digits branch ID mandatory |
| New Zealand | all | Account numbers are generally presented in the format: BB-bbbb-AAAAAAA-SSS. (where B is the bank number (2 digits), b is the branch number (4 digits), A is the account number (7 digits) and S are digits of the suffix (2 or 3 digits).) |
| Nigeria | NGN | Bank ID: Numeric Bank ID (3 digits). Helptext branch ID: Numeric branch ID (6 digits) |
| Palestine | all | 9-digit numeric National ID+IBAN |
| Panama and Peru |  | 8-digit national/tax ID. Only numeric values, do not include any special characters like dashes, dots or spaces. |
| Philippines | PHP | BRSTN - Bank Routing Symbol Transit Numbers (9 digit number)  |
| Singapore | all | Numeric bank ID (4 digits) |
| Swaziland | SZL | Numeric branch ID (6 digits) |
| Tanzania | TZS | Bank ID: Numeric Bank ID (3 digits). Helptext branch ID: Numeric branch ID (3 digits) |
| Ukraine | all | 10-digit numeric Tax ID. Only numeric values, do not include any special characters like dashes, dots or spaces.+IBAN |
| USA | all | ACH routing number - Automated Clearing House (ACH) routing number consists of 9 digits which can be found on your checkbook |
| United Kingdom | all | IBAN code + Sort code ( 6 digits ) |
| Europe and other IBAN countries (please refer to Table 2) | all | IBAN code  |

**TABLE 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **IBAN Country of bank** | **Number Length** | **IBAN Country of bank** | **Number Length** |
| Albania | 28 | Latvia | 21 |
| Algeria |  | Lebanon | 28 |
| Andorra | 24 | Liechtenstein | 21 |
| Austria | 30 | Lithuania | 20 |
| Azerbaijan | 28 | Luxembourg | 20 |
| Bahrain | 22 | Macedonia |  |
| Belarus | 28 | Malta | 31 |
| Belgium | 16 | Mauritania | 27 |
| Bosnia and Herzegovina | 20 | Mauritius | 30 |
| Brazil | 29 | Moldova | 24 |
| Bulgaria | 22 | Monaco | 27 |
| Cape Verde |  | Montenegro | 22 |
| Costa Rica | 22 | Mozambique |  |
| Cote d'Ivoire |  | Netherlands | 18 |
| Croatia | 21 | North Macedonia | 19 |
| Cyprus | 28 | Norway | 15 |
| Czech Republic | 24 | Pakistan | 24 |
| Denmark | 18 | PAPP | 29 |
| Dominican Republic | 28 | Poland | 28 |
| Egypt | 29 | Portugal | 25 |
| El Salvador | 28 | Qatar | 29 |
| Estonia | 20 | Romania | 24 |
| Faroe Islands | 18 | Saint Lucia | 32 |
| Finland | 18 | San Marino | 27 |
| France | 27 | Sao Tome & Principe | 25 |
| Georgia | 22 | Saudi Arabia | 24 |
| Germany | 22 | Senegal |  |
| Gibraltar | 23 | Serbia | 22 |
| Greece | 27 | Seychelles | 31 |
| Greenland | 18 | Slovak Republic | 24 |
| Guatemala | 28 | Slovenia | 19 |
| Holy See (the) | 22 | Spain | 24 |
| Hungary | 28 | Sweden | 24 |
| Iceland | 22 | Switzerland | 21 |
| Iraq | 23 | Timor-Leste | 23 |
| Ireland | 22 | Tunisia | 24 |
| Israel | 23 | Turkey | 26 |
| Italy | 27 | Ukraine | 29 |
| Jordan | 30 | United Arab Emirates | 23 |
| Kazakhstan | 20 | United Kingdom | 22 |
| Kosovo | 20 | Virgin Islands, British | 24 |
| Kuwait | 30 |  |  |

Please refer to: <https://www.iban.com/structure>