

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**HUMAN RESOURCES BRANCH**

 **BANKING INSTRUCTIONS FORM**

**PAYMENTS CANNOT be made until YOUR BANKING INSTRUCTIONS HAVE BEEN PROVIDED TO human resources branch AT ICAO HEADQUARTERS.**

|  |  |  |  |
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| Name: |       | Staff No. |       |
| Home address: |       |
| Home address 2: |       |
| E-mail address: |       |
| Home country: |       | Country of service (Duty station): |       |

**To:** **Chief, Human Resources Branch**

 I hereby request that payment of salary and entitlements due to me be made to the following financial institution:

Note: The below banking instructions will be used for all future payments unless we are notified otherwise.

 Please provide **full bank address**.

 **PLEASE ATTACH VOID CHEQUE OR BANK STATEMENT.**

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| **\* ALL PAYMENTS IN CANADA AND THE USA ARE DONE BY DIRECT DEPOSIT \*****\*\* PAYMENTS OUTSIDE NORTH AMERICA ARE SENT BY ELECTRONIC FUNDS TRANSFER \*\*** |
|  | Full name of bank: |       |  |
|  | Street address: |       |  |
|  | City: |       |  |
|  | State/Province: |       |  | Country: |       |  |
|  | Postal/Zip code: |       |  |  |
|  | Account number /**currency** (in USA): |       | ABA or Swift routing number (for accounts in North America): |       |  |
|  | Account number /**currency** (in CAN): |       | Bank code: |       |  | Transfer code: |       |  |
|  | Swift Code or IBAN (for accounts outside North America): |       |  |
|  | Currency of bank account if outside North America : | **Please Specify** |       |  |
|  |       |  |       |  |
|  | (Signature of staff member) |  | Date |  |

**FOR OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Contract: | Professional Staff HQ [ ] Professional Staff RO [ ] GS Staff HQ  [ ] SSA [ ] Short-Term [ ]  |  |       |
|  | Human Resources Officer |  | Date |