



ICAO

Banking Instruction Form



Please see Instructions on next page

ICAO CONTRACT INFORMATION

- Professional HQ Staff TC National Staff Regional Office Staff SSA
 GS HQ Staff TC Local Staff Fellowship Other

INFORMATION

| | | | |
|------------------|--|-------------------|--|
| Name | | Staff No | |
| Address | | | |
| City | | | |
| State / Province | | Postal / Zip code | |
| Country | | E-mail address | |

BANKING DETAILS

| | | | |
|------------------|--|-------------------|--|
| Name on Account | | | |
| Name of Bank | | | |
| Bank Address | | | |
| City | | Postal / Zip code | |
| State / Province | | Country | |

IT IS MANDATORY TO VALIDATE OWNERSHIP OF THE ACCOUNT

ATTACH ONE OF THE FOLLOWING : Incoming Wire Transfer Detail Form / Bank Statement / Void Cheque

PAYMENTS **CANNOT** BE MADE UNTIL THIS PROOF HAS BEEN PROVIDED

CANADA or USA Bank

| | | |
|---|-----------------------------------|----------------------------------|
| Account Number | | |
| Bank Code | | |
| Transit Number | | |
| ABA Routing Number (for US based accounts) | | |
| Account Type | <input type="checkbox"/> Checking | <input type="checkbox"/> Savings |
| Account Currency | <input type="checkbox"/> USD | <input type="checkbox"/> CAD |

INTERNATIONAL Bank

(For banks located outside of North America)

| | |
|--|--|
| IBAN or Account Number | |
| SWIFT | |
| Other (if applicable) | |
| Intermediary Bank (if applicable) | |
| Name of Bank | |
| Bank Address | |
| City, State | |
| Country | |

Name _____

Date _____

Signature _____

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

Instructions for completing the Banking Instruction Form

Bank Account Title

In order to receive payments from ICAO, you must have a bank account in your name. If yours is a joint account, your name should be a part of the title of the account. Please note that ICAO will not make a payment to another person on your behalf.

Currency of Payments

If you are entitled to receive payments in a currency other than Canadian dollars (please check your entitlement with your ICAO Focal Point) ICAO Treasury will make payments in other currencies when it is stipulated in your contract. **Please note that you must have a bank account in the country of your designated currency for certain foreign currencies or a bank account which could receive the currency stipulated in your contract.**

International Bank Account Requirements

IBAN: The new standard format of the account number was introduced and adopted especially in euro countries to ensure the straight through processing of the cross-border payments. If you have a euro account in one of the European banks, your current bank statements would indicate IBAN as well as your account number. IBAN always start with 2 alpha codes for a country, followed by alphanumeric numbers of varying lengths depending on the country.

SWIFT number (BIC code): International identification number of bank (8 or 11 digits alphanumeric number).

Service fees from incoming remittances: Please note that ICAO does not reimburse bank fees deducted by your bank or by any intermediary bank.

US Bank Account Requirements

ABA number (9 digits): You may learn from your bank the ABA (American Bankers Association) routing number. Alternatively, ABA number may be obtained from your personal cheque. It is the first nine digit number in the lower left-hand corner of your personal cheque. Please attach a copy of your voided cheque or deposit slip for verification of the ABA number.

Type of Account (necessary if your account is located in the United States)

This information is necessary only if your bank account is located in the United States. All bank accounts in the United States are classified as either checking or savings accounts for the purpose of receiving direct-deposit payments (ACH payments). If you are not sure of your account type, please contact your bank to verify which account type should be used for ACH purposes.

The ICAO Treasury Unit currently makes United States Dollar payments from Royal Bank of Canada (RBC), Montreal. Cross-border payments are routed through an intermediary bank (JP Morgan Chase Bank, NY) or other intermediary banks. To avoid errors, delays or expensive bank fees, it is recommended that you contact your bank to ascertain whether there is a preferred method of sending United States dollar payments to your bank account. Identification of your own bank's correspondent bank in the United States is helpful in routing your payment accurately with minimum intermediary bank charges.

Bank charges

Your bank or intermediary banks may deduct service fees from incoming remittances. Please note that ICAO does not reimburse bank fees deducted by your bank or by any intermediary bank.

Currency conversion

If your bank account is not in either Canadian or United States dollars, payments in those currencies may be converted automatically into local currency by receiving banks. Unfavourable exchange rates may be applied which are different from the United Nations exchange rates. Please consult your local bank regarding its procedures and charges.

Receiving wire payments from ICAO

When you receive a wire payment through RBC, certain information must be included to satisfy our internal compliance requirements. This includes regulatory requirements under anti-money laundering and anti-terrorist financing laws and regulations that are applicable to all Canadian financial institutions. This information will also assist us in ensuring that your payment is processed efficiently, accurately and avoid any payment delays.

If your address is a P.O. Box, depending on the receiving and intermediary banks' policies, the wire payment could be delayed or rejected. If the spelling of the name you've provided does not exactly match the spelling used on the bank account, the payment may be rejected. It is good practice to ensure that the exact name used in the opening of the account is provided.