**Authorisation for Direct Deposit of Salary for internationally recruited Staff Members with duty station Switzerland**

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]** |  |

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****.**

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| **Note: Payable at the duty station in CHF** | |  |
| **Name of bank:** |  |  |
| **Address of bank:** |  |  |
| **Bank ID:** |  |  |
| **IBAN:** |  |  |
| **Account number:** |  |  |
| **Name of account holder:** |  |  |
| **Swift code:** |  |  |
| **Type of account:** | Checking  Savings |  |

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|  | **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** | **USA & Switzerland**. The salary and allowances of all internationally recruited staff members with appointments governed by the UN Staff Regulations and Staff Rules whose official duty station located in USA or Switzerland, shall be paid entirely in the currency of their duty station. |
| **3** | Changes in bank accounts may be made not more than twice in any twelve-month period. |