

**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.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\* 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 |