

Bank Information Form

The payee is responsible for the accuracy and completeness of the data entered in this form. The IAEA is not responsible for any delay in payments resulting from incorrectly supplied banking information. Bank charges resulting from incorrectly supplied information may be deducted from any subsequent payment.

Processing this form after receipt by IAEA will take some time, so please allow time for this form to be processed.

Only one bank account per currency will be accepted.

Please complete electronically where possible, if completed by hand please use **BLOCK CAPITALS**.

(Turn over the form for the instructions on the correct completion of this form)

Is this form for: A new account for this payee
 A replacement for an account already existing on the IAEA system

¹Payee Type		<input type="checkbox"/> A Person	
		<input type="checkbox"/> Organization	
²Person Information	Family Name	First Name	Middle Name
³Organization Name			
⁴Payee Address	Address		
	City		
	Postcode/ZIP		
	Country		
⁵Bank Name			
⁶Branch Name			
⁷Branch Number			
⁸Branch Address	Address		
	City		
	Postcode/ZIP		
	Country		
⁹SWIFT/BIC			
¹⁰Account Number			
¹¹Bank Account Name			
¹²Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Other <input type="checkbox"/> Unknown
¹³Bank Account Currency			
¹⁴IBAN			
¹⁵ABA/BSB/ACH (non IBAN countries)			
¹⁶Bank Code			
¹⁷Intermediary Bank Name			
¹⁸Intermediary Branch Number			
¹⁹Intermediary Branch Address	Address		
	City		
	Postcode/ZIP		
	Country		
²⁰Intermediary Account Number			
²¹Intermediary SWIFT/BIC or Bank Code			

Please email, mail or fax the completed form to your IAEA contact:

J. Zellinger

P.O. Box 100

International Atomic Energy Agency

Division of Conference and Document Services

Email: J.Zellinger@iaea.org

Fax: +43(1) 26007

(For IAEA Use only)

AIPS Supplier Number

IAEA Reference Number

Detailed information on entering details into the Bank Information form

Please look at each section and complete where appropriate, not every field needs to be entered for every type of bank account, if you are uncertain about how to complete this form please e-mail your IAEA contact for guidance.

This form is to allow you to enter bank account information for any part of the world, please read **all** sections carefully.

- ¹Payee Type: Enter details for either the Person or the Organization, **never** both on the same form.
- ²Person Information: Please enter the full details of the payee, note for the Person the Family Name is first.
- ³Organization Name: The full legal name of the Organization.
- ⁴Payee Address: The address of the Payee, this **must** include the City and Country.
- ⁵Bank Name: Registered bank name as communicated to you by the bank.
- ⁶Branch Name: This can be obtained from your bank branch.
- ⁷Branch Number: This can be obtained from your bank branch.
- ⁸Branch Address: The full postal address, this must include the City and Country.
- ⁹SWIFT: This is 11 alpha-numeric characters for the bank branch. In case of non-participants of SWIFT, the national bank code is needed. There are different formats used around the world with different names, e.g., BSB (Australia, 5 Characters), Transit No (Canada, 9 Characters) etc.
- BIC: Similar to the SWIFT, it may contain 8 or 11 alpha-numeric characters (where the final 3 characters are the branch indicators which are not mandatory). BIC can be usually found on a bank statement.
- ¹⁰Account Number: The account number for the account.
- ¹¹Bank Account Name: The exact name of the bank account as held by the bank, this can be found on a bank statement for this account.
- ¹²Bank Account Type: Please indicate where applicable, this can be obtained from your bank branch.
- ¹³Acct. Currency: Indicate the currency here, if your bank account only accepts payments in one currency. This will usually be if you have a bank account that has a different currency from the currency of the country where the account is held. e.g. a USD account in country that uses Euros as its base currency.
- ¹⁴IBAN: It has different structures according the national rules of different countries, but it always begins with two letters to represent the country and two additional numbers, this is followed by the bank code and account number.
- Current IBAN Countries: Albania, Andorra, Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Faeroe Islands, France, Georgia, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kuwait, Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Mauritius, Mauritania, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Saudi Arabia, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Tunisia, Turkey and the United Kingdom.
- ¹⁵ABA/BSB/ACH (non IBAN countries):
- ABA - American Banking Association
- ACH - Automated Clearing House (also called "Direct Deposit"), which is 9 digits long and unique for each branch of bank, which is an ACH participant.
- BSB stands for Bank State Branch and used in Australia and New Zealand which is 5 Characters long.
- Transit Number in Canada which is 9 Characters long.
- ¹⁶Bank Code: In case of non-participants of SWIFT, the national bank code is needed.

Intermediary Bank:

Some banks can receive fund transfers only through a third bank, also called intermediary or pay through bank.

- ¹⁷Intermediary Bank Name: *Full name as communicated to you by the bank.*
- ¹⁸Intermediary Branch Number: *As communicated to you by the bank.*
- ¹⁹Intermediary Bank Address: *The full postal address, this must include the City and Country.*
- ²⁰Intermediary Account: *This is the account number of the payee's bank with the intermediary bank.*
- ²¹Intermediary SWIFT or Bank Code: *This is 11 alpha-numeric characters for the bank branch. In case of non-participants of SWIFT, the national bank code is needed. There are different formats used around the world with different names, e.g., BSB (Australia, 5 Characters), Transit No (Canada, 9 Characters) etc.*

Guidance Notes on IAEA's Supplier Payment Policy and the Submission of Bank Information

Any person or organization the IAEA pays is classed as a *supplier*. Payments to suppliers are governed by the IAEA's payment policy. Put simply, this policy requires that the IAEA only pay the person or organization with whom it has an agreement.

This means that the IAEA will not pay a person when its agreement is with an organization. Nor will it pay an organization when the agreement is with a person.

Moreover, the IAEA will not pay third parties. In other words, it will not pay a different organization or person from the one with whom it has an agreement.

Hence, bank account information submitted to the IAEA *must* carry the name of the person or organization with whom the IAEA has an agreement. A person may submit a joint bank account (e.g. one shared by a husband and wife) as long as their own name appears in the account name.

Exceptions to the above rules are allowed in certain circumstances:

- A. If an organization is owned by a "parent" organization, the IAEA may pay the "parent" organization.
- B. The IAEA may pay a department of an institute whose name differs from that of the institute itself.
- C. If specifically designated, an employee of a research institution may receive the payment on behalf of his/her employer.
- D. If specifically designated, the Finance Officer of an institute may collect cash from UNDP to distribute to participants.
- E. Employers may be compensated for their employees' attendance at a meeting. (Note: this exception will not apply if the attendee is an owner or partner of the company.)
- F. If a person's name has been legally changed, the IAEA may pay an account bearing the new name.

A full explanation of these exceptions appears overleaf. It gives some typical examples to illustrate the policy, including examples of what will not be accepted.

Suppliers should provide bank information using the attached IAEA Bank Information Form, which they should have received from their IAEA contact along with these instructions. This form should be completed electronically, and as fully as possible. The form is designed to cover as many different situations as possible, and it carries a full set of notes on its reverse to aid completion. If a piece of information is not available, the relevant section should be left blank, as not all fields are used for all bank account types. For example, the IBAN field is not used for accounts outside IBAN countries and the ABA code is left blank for non-USA accounts. Please note that some of the information is being requested to help make sure that in the IAEA's systems the bank details will be attached to (*i.e.* associated with) the person or organization with whom the IAEA has an agreement.

Description of Arrangement	Policy Compliance	Reason/Nature of Evidence Required for Compliance with IAEA Supplier Payment Policy
Payment Arrangements with Commercial Organizations and Institutions		
1. ABC (Ops) Ltd, an IAEA supplier, requests that payments be made to the bank account of ABC (Holdings) Ltd, a different legal entity, which is the owner of ABC (Ops) Ltd.	Acceptable	The IAEA supplier registration form must expressly name the payee, identify the owner of the nominated bank account, and be signed by authorized signatories of both the company providing the service and the owner of the bank account foreseen for payment. The legal ownership relationship should also be explained. In cases of doubt, the IAEA will require proof of the legal relationship before approval.
2. The IAEA signs a contract or similar arrangement with a research institution. The bank account holder's name does not closely match the name of the research institute; (e.g. the bank account holder's name is the name of a specific department within the institute).	Acceptable	The contract (or similar arrangement) must expressly name the payee, identify the owner of the nominated bank account, be signed by authorized signatories of both the entity providing the service and the owner of the nominated bank account (if different) and refer to any relevant ownership relationship. In cases of doubt, the IAEA will require proof of legal relationship before approval.
3. An Employee of a research institute is designated by his/her employer to receive the payments on behalf of the employer. The bank account holder's name is the one of the designated empl	Acceptable	The contract (or similar arrangement) must expressly name the payee, identify the owner of the nominated bank account, be signed by authorized signatories of both the entity providing the service and the owner of the nominated bank account (if different) and refer to any relevant ownership relationship. In cases of doubt, the IAEA will require proof of legal relationship before approval.
4. A Finance Officer (FO) of a research institute is designated by his/her employer to handle the arrangements and costs of an event that is financially supported by the IAEA. The FO is authorized by the IAEA to pick up cash (e.g. at UNDP) for distribution to event participants on behalf of the research institute.	Acceptable	The arrangement with the research institute should identify the Finance Officer by name as the recipient representing the research institute. It should be signed by its authorized signatories and it should confirm that the distribution of the funds is under the control and responsibility of the relevant research institute.
5. The Director of (or other key contact person at) an institution with which the IAEA has a contractual relationship requests payment to a personal account rather than to an account of the institution.	Not acceptable	Payment must be to an account of the institution and not to an individual's bank account. No exceptions are allowed.
Payment Arrangements with Individuals		
1. An authorised IAEA staff member brings funds to a meeting for distribution to various participants.	Acceptable	The IAEA employee is acting on behalf of the IAEA, so direct payments to appropriately identified beneficiaries are not considered third-party payments.
2. A contractor (an individual) nominates his/her own joint bank account with spouse for payments.	Acceptable	The contractor is the (joint) beneficiary of the payment. Therefore, as long as the contractor's name appears on the bank account, this will not constitute an inappropriate third-party payment.
3. The agreed compensation payment for a meeting attendee is paid to the attendee's employer.	Acceptable	It is common practice for an employer to receive all payments that would otherwise be payable to its employees in their roles as representatives of their employer. Compensation payments to the employer of the person who would otherwise receive compensation for costs incurred are not considered to be third-party payments by the IAEA. Basic documentary evidence will be required (e.g. exchange of letters, contract or other arrangements) providing reasonable evidence of the employer/employee relationship between the meeting attendee and the payment recipient.
4. In the IAEA's internal records, the Payee/Supplier name is Dr Maria ALVEZ. However the nominated payee bank account holder is Dr Maria SANCHEZ. The account holder's name has changed due to a change in marital status, but it is the same person.	Acceptable	Proof that the beneficial owner of bank account is identical with the contractual partner is required by the IAEA before a payment can be processed.
5. The IAEA makes a payment to someone who is not a staff member in line with an agreement that the IAEA will bring funds to other meeting participants for distribution.	Not acceptable (except in rare circumstances, and subject to IAEA approval)	Meeting participants should provide bank account details to enable wire transfers. Any exceptions should be rare and need to be documented and approved by IAEA management. The reasons provided for approval must be clearly borne out by the specific circumstances of the meeting participants.
6. A meeting participant claims not to have a bank account and requests payment to the bank account of a friend or family member.	Not acceptable (except in rare circumstances, and subject to IAEA approval)	Meeting participants should provide bank account details to enable wire transfers. Any exceptions should be rare and will need to be documented and approved by IAEA management. The reasons provided by the approver must be clearly borne out by the specific circumstances of the individual participant(s).
7. Contractual payee requests payment to an anonymous bank account.	Not acceptable	When payments are made to an anonymous bank account the IAEA cannot be certain that the payment is going to the contracting party rather than a third party.
8. A contractor (an individual) who wishes to receive a payment nominates a spouse's (or any other relative's) bank account for payments under the contract.	Not acceptable	The owner of the bank account is not legally identical with the contracting party.