

## Bank Account 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.

Only one bank account, per currency, per payee can be active for payment purposes.

Please complete all required fields electronically. If not possible, please complete by hand using **BLOCK CAPITALS**.

**Please refer to the numbered instructions for help completing this form.**

### Bank Account to which payment should be made:

<b>01 Account Name</b> (required)					
<p>You <b>MUST</b> complete the Account Name above or else the IAEA cannot process the payment to your account.</p> <p>It is the name of the bank account; this may not be the same as the payee name and is <b>never</b> the account type. If unsure check a bank statement or ask your bank.</p> <p>The IAEA requires this information to help comply with controls on the movement of funds.</p> <p><b>Valid Examples:</b></p> <table style="width: 100%;"> <tr> <td style="width: 20%;"><b>Person</b></td> <td> <ul style="list-style-type: none"> <li>• F E and J Z Abbas</li> <li>• Ling Hong</li> </ul> </td> </tr> <tr> <td><b>Organization</b></td> <td> <ul style="list-style-type: none"> <li>• Mr Peter Smith and Ms Jane Hoff</li> <li>• Rutherford Nuclear Institute</li> <li>• Indian NMI No2 Payment Account</li> </ul> </td> </tr> </table>		<b>Person</b>	<ul style="list-style-type: none"> <li>• F E and J Z Abbas</li> <li>• Ling Hong</li> </ul>	<b>Organization</b>	<ul style="list-style-type: none"> <li>• Mr Peter Smith and Ms Jane Hoff</li> <li>• Rutherford Nuclear Institute</li> <li>• Indian NMI No2 Payment Account</li> </ul>
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<b>02 IBAN</b> (for locations listed on reverse) or Account Number					
<b>03 SWIFT/BIC</b>					
<b>04 Non IBAN Reference</b> (Branch Number or Routing Number) (ABA, BSB, ACH, IFSC etc; see Instructions)					
<b>05 Bank Account Currency</b> (if account accepts only one currency)					
<b>06 Bank Name</b>					
<b>07 Bank Code</b> (required if you do not have SWIFT/BIC)					
<b>08 Branch Address</b> (Street, City, Country)					

### Payee:

<b>09</b> Is the above account for a <b>Person</b> or <b>Organization</b> ?	<input type="checkbox"/> <b>Person</b>		
	<input type="checkbox"/> <b>Organization</b>		
<b>10 Person Information</b> ( <u>only</u> if you indicated <b>Person</b> above)	<b>Family Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>11 Organization Name</b> ( <u>only</u> if you indicated <b>Organization</b> above)			
<b>12 Payee Address</b> (Street, City, Country, as held by your bank)			
<b>13 Remittance email address</b>			

<p>Please <b>email</b>, mail or fax the completed form to your IAEA contact:</p> <p>Martina KHAELSS</p> <p><b>P.O. Box 100</b> International Atomic Energy Agency MTCD-Conference Services Section (CSS)</p> <p>Email: m.khaelss@iaea.org</p> <p>Fax: +43(1) 26007</p>
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<i>(For IAEA Use only)</i>	
<b>AIPS Supplier Number</b>	
<b>IAEA Reference Number</b>	CN-271

## Instructions for entering details into the Bank Account 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.

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

**<sup>01</sup> Account Name:** This field is mandatory. This is the name of the account as held by the bank, **not** the type of account.

**<sup>02</sup> IBAN or Account Number:**

International Bank Account Number: This has different structures and number of characters depending on the national rules, but it always begins with two letters to represent the country and two additional numbers followed by the bank code and account number.

If your bank account does not have an IBAN you must enter your account number here.

(For example, CLABE - Clave Bancaria Estandarizada, which is a banking standard for the numbering of bank accounts in Mexico consists of 18 digits)

**IBAN Locations:**

Aland Islands, Albania, Andorra, Austria, Azerbaijan, Bahrain, Belgium, Bosnia and Herzegovina, Bulgaria, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominican Republic, Estonia, Faroe Islands, Finland, France, French Guiana, Georgia, Germany, Gibraltar, Greece, Greenland, Guadeloupe, Guatemala, Hungary, Iceland, Ireland, Isle of Man, Israel, Italy, Jordan, Kazakhstan, Kuwait, Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, The Former Yugoslav Republic of Macedonia, Malta, Martinique, Mauritania, Mauritius, Mayotte, Moldova, Monaco, Montenegro, Netherlands, Norway, Pakistan, State of Palestine, Poland, Portugal, Qatar, Reunion, Romania, Saint Pierre and Miquelon, San Marino, Saudi Arabia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tunisia, Turkey, United Arab Emirates, United Kingdom and the British Virgin Islands. *(Please refer to the definitive list of IBAN locations under [http://www.swift.com/dsp/resources/documents/IBAN\\_Registry.pdf](http://www.swift.com/dsp/resources/documents/IBAN_Registry.pdf))*

**<sup>03</sup> SWIFT:** It has 11 alpha-numeric characters for the bank branch.

**BIC:** Similar to the SWIFT, it may contain 8 or 11 alpha-numeric characters. The final 3 characters of 11 character codes are branch indicators which are not mandatory. BIC can be usually found on a bank statement. N.B.: For banks that do not have SWIFT/BIC, the national bank code, which is entered in field <sup>07</sup> Bank Code is needed.

**<sup>04</sup> Non IBAN Reference:** For non IBAN locations there may be country specific branch identifiers, such as:

ABA - American Banking Association (USA)

ACH - Automated Clearing House (also called "Direct Deposit"). This has 9 digits and is unique for each bank branch which participates in the ACH. (USA)

BSB - Bank State Branch, which has 5 digits, is used in Australia and New Zealand.

Transit Number - which has 9 digits, is used in Canada.

IFSC - Indian Financial System Code, which has 11 alpha-numeric characters, is uniquely used in India to identify the bank branch. IFSC is a code used for various payment systems within the country.

**<sup>05</sup> Bank Acct. 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 EUR as its national currency.

**<sup>06</sup> Bank Name:** Registered bank name as communicated to you by the bank.

**<sup>07</sup> Bank Code:** In case of non-participants of SWIFT/BIC, the national bank code is needed. National bank codes have different formats and names used around the world.

**<sup>08</sup> Branch Address:** The full postal address (Street, City and Country)

**<sup>09</sup> Payee Type:** Please check the relevant box. Please note that **only one payee type** can be selected.

**<sup>10</sup> Person Information:** Enter the full details of the payee and note for the Person the Family Name is first.

**<sup>11</sup> Organization Name:** The full legal name of the Organization.

**<sup>12</sup> Payee Address:** The full address of the Payee (Street, City and Country).

**<sup>13</sup> Remittance email:** The e-mail where information on payment will be sent.