

## Submit request to update banking information in VMAM

(All UN Volunteers)

You can upload your [banking information form](#) directly in the Volunteer Management Application Modules (VMAM). Your form will be sent directly to the Global Shared Services Unit (GSSU) in Kuala Lumpur for processing.

The form to complete and upload are available here.

[Bank Form 1 \(Pre-departure International\)](#)

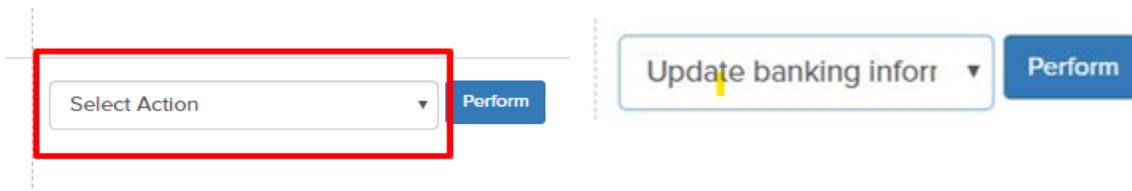
[Bank form 2 \(during assignment and repatriation\)](#)

[Bank form \(NUNV\)](#)

### VMAM instructions to submit your banking information form for processing

**1:** Go to [vmam.unv.org](http://vmam.unv.org) and log in using the email address and password registered in VMAM. You will be taken to your MyPage screen.

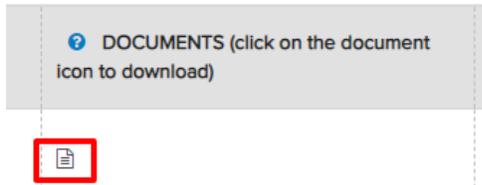
**2:** Click the 'Select Action' box, and select 'Update banking information' from the drop-down list.



**3:** In the new pop-up window select 'Choose file'. Choose the completed banking information form from your device and then click 'submit'. It is your responsibility to ensure that details in the scanned form are complete and accurate. Forms will not be checked by UNV and incomplete forms will result in delays in processing.



**Step 4:** To check the banking information form you have on file, click the document icon for your current assignment. This will show all the documents currently on file.



### **Important things to know about banking information updates**

It is very important that UNV has your most up to date banking information to ensure that payroll payments are made to the correct account. **This is especially important for International UN Volunteers who have recently joined a new duty station and opened a new account, or who are soon to end their assignment and return home.** Failure to update your banking information in time for repatriation may mean missed or delayed payments.

If you upload your banking details form in VMAM before the 12<sup>th</sup> of the month it will be processed in time for that month's payroll if all information provided is clear and accurate. **Forms received after the 12<sup>th</sup> of each month will be processed for the following month's payroll.**

Completing **all relevant fields** in the banking information form with **full and accurate information** will speed up processing. UNV cannot guarantee processing for payroll deadlines with information is missing or inaccurate.

**You do not need to send your banking details to your UNV personnel in UNV HQ or in the field.** The new functionality in VMAM allows you to upload your new banking form by yourself.

UN Volunteers are generally allowed **2 changes to their banking information per year.** However, exceptions are allowed when changes are unavoidable, for example, bank closure.

If you have further questions related to this new functionality, please contact [volunteer.support@unv.org](mailto:volunteer.support@unv.org)