

Update Bank Information

Upon arrival or change (during assignment)

- Volunteer Living Allowance (VLA) is paid in US dollars, pro-rated on the basis of calendar days, at the end of each month.
- International UN Volunteers may split their VLA between two bank accounts – locally

- at their duty station and any other account (internationally). Only two changes in beneficiary bank accounts is allowed per year.
- Refer **UNV Conditions of Service**, Section 5.8, c, for detailed information.

01

- Upon arrival, the Host entity and/or UNV Field Unit (if present) will support you in opening a local bank account.

02

- Complete the **bank form 2** electronically (not handwritten).

03

- If VLA is being split between 2 accounts, indicate the percentage (%) of VLA you wish to receive in each account.

04

- E-mail the completed form to your UNV contact person.

- Payment can only be transferred to your bank account(s) at the end of the month via payroll.
- Ensure that you provide complete and accurate information as any error would lead to rejection of funds.

- Request to update banking information received after the 12th of the month will take effect the following month.