



EUROPEAN CENTRAL BANK

EUROSYSTEM

## Bank Account Form<sup>1</sup>

|   |                      |                           |       |
|---|----------------------|---------------------------|-------|
| Surname, First Name:  | Staff ID (if known): | Business Unit:            | Date: |
| <b>Please note that the account holder has in all cases to be the member of staff him/herself</b> |                      |                           |       |
| <b>Main Bank Account (in any EU members state)</b>  |                      |                           |       |
| International Bank Account Number (IBAN)  |                      |                           |       |
| Bank name and City  |                      |                           |       |
| Bank Identifier Code (BIC):   |                      |                           |       |
| <b>Additional Bank Account (in another EU members state)</b>                                      |                      |                           |       |
| <b>New transfer to a EU member state</b>  |                      |                           |       |
| Euro  |                      |                           |       |
| <b>Fixed amount to be transferred:</b>  |                      | <i>(please choose one</i> |       |
|   |                      | <i>option) Percent</i>    |       |
| International Bank Account Number (IBAN)  |                      |                           |       |
| Bank name and City  |                      |                           |       |
| Bank Identifier Code (BIC )   |                      |                           |       |

**Please fill in and send electronically to the email address in the Business Area you have been hired in**

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|--|--|--|--|
| Directorate General Administration                     | <a href="mailto:HR.Operations.DGA@ecb.europa.eu">HR.Operations.DGA@ecb.europa.eu</a>   | Directorate General Market Infrastructure & Payments | <a href="mailto:HR.Operations.DGMIP@ecb.europa.eu">HR.Operations.DGMIP@ecb.europa.eu</a> |
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| Directorate General Communications                     | <a href="mailto:HR.Operations.DGC@ecb.europa.eu">HR.Operations.DGC@ecb.europa.eu</a>   | Directorate General Microprudential Supervision 2    | <a href="mailto:HR.Operations.DGMS2@ecb.europa.eu">HR.Operations.DGMS2@ecb.europa.eu</a> |
| Counsel to the Executive Board                         | <a href="mailto:HR.Operations.CEB@ecb.europa.eu">HR.Operations.CEB@ecb.europa.eu</a>   | Directorate General Microprudential Supervision 3    | <a href="mailto:HR.Operations.DGMS3@ecb.europa.eu">HR.Operations.DGMS3@ecb.europa.eu</a> |
| Directorate General Economics                          | <a href="mailto:HR.Operations.DGE@ecb.europa.eu">HR.Operations.DGE@ecb.europa.eu</a>   | Directorate General Microprudential Supervision 4    | <a href="mailto:HR.Operations.DGMS4@ecb.europa.eu">HR.Operations.DGMS4@ecb.europa.eu</a> |
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| Directorate General Information Systems                | <a href="mailto:HR.Operations.DGIS@ecb.europa.eu">HR.Operations.DGIS@ecb.europa.eu</a> | Directorate Internal Audit                           | <a href="mailto:HR.Operations.DIA@ecb.europa.eu">HR.Operations.DIA@ecb.europa.eu</a>     |

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| Directorate General Macro Prudential Policy & Financial Stability | <a href="mailto:HR.Operations.DGMF@ecb.europa.eu">HR.Operations.DGMF@ecb.europa.eu</a> | Supervisory Board           | <a href="mailto:HR.Operations.DSSB@ecb.europa.eu">HR.Operations.DSSB@ecb.europa.eu</a> |

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<sup>1</sup> You may have your full salary paid to any account within the EU (27), provided your bank is SEPA compliant. You may also have a second account (in another EU member state) where part of your salary is transferred (as fixed amount or percentage of net salary).

The processing of the personal data (PD) you provide is undertaken by DG-H on the basis of Art. 3.4 of the Staff Rules and in compliance with the "Data Protection" Regulation (EC) No 45/2001. The PD will be processed for the purpose of bank account registration only. The PD will be kept for maximum 10 years after the end of the year in which the last payment was made, provided that there are no pending issues. You have the right to access and rectify the PD provided, and have recourse at any time to the European Data Protection Supervisor.

## **Instructions and Details**

### **International Bank Account Number (IBAN)**

The IBAN is a series of alphanumeric characters that uniquely identifies a customer's account held at a bank anywhere in the world. It facilitates the efficient and rapid processing of cross-border payments. The length of the IBAN is different from one country to another but they all contain at least a country code, two check digits and the domestic account number. Your bank will inform you of your IBAN; most banks also offer an IBAN calculator on their web-site.

### **Bank Identifier Code (BIC)**

The SWIFT (BIC) code is an alphanumeric code of either 8 or 11 digits also obtainable from your bank. You are responsible for providing the correct BIC.

### **Valuedate for processing**

Salary payments should be credited to the member of staff accounts on the 15<sup>th</sup> of a month or on the previous working day if the later falls on a weekend. This can be ensured for credit transfers to German accounts but not for credit transfers to other EU Member States. Consequently, staff members should take into account a possible delay of 1-2 days in case they make use of an account outside Germany.

### **Charges**

All transaction charges will be borne by the ECB. For transfers to accounts outside Germany receiving charges may apply and will be deducted from the amount credited to the beneficiary. However, according to the EU Directive the charges applicable to cross border transactions should not differ from the charges applicable to (received) domestic transfers. If this happens, you may claim reimbursement of these charges from the ECB on an annual basis (or when you leave the ECB).

For countries outside the euro area, currency conversion charges may also apply. These are not to be born by the ECB but by the staff member.