



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PF.23

CHANGE IN PAYMENT INSTRUCTIONS

PURPOSE OF FORM PF.23

The form should be used if:

- (a) You wish to change the payment instructions that you had previously provided for benefit payments;
- (b) You are the legal representative of an estate and have been requested by the Fund to submit the form to receive payment due to the estate of a deceased participant or beneficiary;
- (c) You have been requested by the Fund to submit the form to receive a split payment under article 45 of the UNJSPF Regulations, Rules and Pension Adjustment System to satisfy a marital or parental legal obligation.

IMPORTANT NOTES

Please do not fill out form PF.23 until you have read the notes below

The information provided below is subject to change. For updated information, please refer to www.unjspf.org/for-clients/Updating-payment-instructions.

This information is provided to assist you in completing form PF.23. If there is any ambiguity, inconsistency or conflict between the information provided herein and the UNJSPF Regulations, Rules and Pension Adjustment System, the Regulations, Rules and Pension Adjustment System shall prevail.

INSTRUCTIONS

Please do not fill out form PF.23 until you have read the instructions below

Please type or print the information in BLOCK LETTERS when filling in the form. All pages must be dated and signed.

SECTION 1: RETIREE OR BENEFICIARY OR ESTATE ADMINISTRATION INFORMATION

Please provide your Unique Identification number (UID), full name, date of birth and contact information. If you do not know your Unique Identification number, please send an email to requestUIDOnly@unjspf.org.

For the member self-service (MSS) support team to verify your identity and assist you, you must provide the following information in your email: your full name, your last employing organization before separation from service, your last duty station and your five-digit alphanumeric retirement number.

For further details, please consult www.unjspf.org/for-clients/unique-identification-number.

The pension number and retirement number fields are optional on the form. These numbers can be found on your pension statement and in your benefit letter, respectively. If you have multiple retirement numbers, but you want the change to apply to a particular retirement number, please specify the retirement number in the space provided and check the box on the form.

SECTION 2: BANK ACCOUNT INFORMATION

1. Payee name

Please specify the payee name, which should match the name on your bank statement. Payment can only be made to an account in your name or to a joint account that is also held in your name. Payment cannot be remitted via cheque to a mailing address, nor can it be made to a third party.

If the beneficiary is unable to manage his or her financial affairs, the Fund's policy requires that a legal guardian be appointed. For more information and the requirements, please refer to www.unjspf.org/for-clients/legal-guardianship-and-estate.

2. Name of bank or financial institution

Please provide the name of the bank or financial institution where your account is held. Please note that payment can only be made to a bank or financial institution. Payment cannot be remitted to non-banking institutions or money transfer agencies or to other third parties. Monthly benefits are paid into one account only. It is not possible to request that the payment be split.

If your account is held at an institution, such as a **brokerage firm (individual retirement account)**, **UNESCO SEPU**, **AMFIE/AMFI** or **UNSSCA**, you should also complete “10. Additional bank account information”.

3. Beneficiary account number and/or IBAN

This number is used to identify your personal account. Please refer to the “Banking requirements” table below for the account number requirements.

4. Bank ID code (SWIFT code, ACH routing number, sort code, transit number, IFSC, BSB number, NCC, etc.)

Please refer to the “Banking requirements” table below for the bank ID code requirements.

5. Currency of payment

Please specify the currency of payment. The default currency of payment is the United States dollar. However, periodic benefit payments may also be paid in the following currencies: AUD, CAD, CHF, CLP, DKK, EUR, GBP, INR, JPY, NOK, NZD, PEN, PKR, RUB, SEK, SGD, XAF and XOF. In such cases, the UNJSPF quarterly exchange rate will be applied.

Your periodic benefit payments can be paid in any of the 18 currencies, regardless of your elected country of residence, under the two-track system. For more information on the two-track system, please visit www.unjspf.org/for-clients/two-track-pension-adjustment-system.

6. Name of branch

Please provide the name of your bank branch, if applicable.

7. Account type

For banks located in the United States of America, you should indicate whether your account is a checking or savings account.

8. Bank address

You should provide the complete address of your bank or financial institution. It is preferable to provide a street address rather than a PO Box address.

9. Intermediary or correspondent bank

Intermediary or correspondent banks are often used when a payment is made in a currency that is different from the local currency (e.g. if payment is made in United States dollars to an account held in France). Please refer to the “Banking requirements” table below for any intermediary or correspondent bank requirements.

Any intermediary or correspondent bank fees shall be incurred by you. UNJSPF is only liable for paying the remitting bank fees.

10. Additional bank account information

Please provide this information if your account is held at an institution, such as a **brokerage firm (individual retirement account)**, **UNESCO USLS**, **AMFIE/AMFI** or **UNSSCA**. Please refer to the “Banking requirements” table below for any other information requirements.

11. Other information

Please provide any additional information that may be required by UNJSPF. Please refer to the “Banking requirements” table below for any other information requirements.

SECTION 3: ACKNOWLEDGEMENT AND SIGNATURE

The form must be completed in full, dated and signed to be valid.

Please also submit the following supporting documents:

- (1) A copy of a valid Government-issued photo ID showing your full name, date of birth and scripted signature.
- (2) A recently dated bank statement and/or bank document, such as a voided cheque, showing all your banking information, which should match the information that you provide in the payment instructions, as well as in the Fund's records.

SECTION 4: SIGNATURE AUTHENTICATION

This section is required **only** if you sign the form by affixing your thumbprint in lieu of a scripted signature or if your signature has changed.

Please complete one of the designated authentication areas in this section.

For thumbprint authentication:

For UNJSPF to accept your thumbprint as duly authenticated by an attending physician, you must affix your thumbprint and the date on the form in the presence of the authenticating physician (after your identity has been verified by showing a valid Government-issued photo ID document or a valid United Nations ID card). The attending physician must complete all fields in this section: printed full name; email address; official title, licence or index number, if applicable; original ink signature; authentication date (which must match the date you are affixing your thumbprint on the form); and official stamp/seal of office. The same attending physician will have to issue a medical certificate or statement, ideally in English or French, to the attention of UNJSPF, attesting to your current health situation. For further information, please refer to www.unjspf.org/for-clients/authentication-of-signatures-documents.

For signature authentication if your signature has changed:

For UNJSPF to accept your signature as duly authenticated, you must affix your signature and the date in the presence of the authenticating official (e.g. a United Nations official, government official or notary public). The person authenticating your signature must complete all fields in this section: printed full name; email address; official title, licence or index number; original ink signature; authentication date (which must match the date you are signing the form); and official stamp/seal of office. For further information, please refer to www.unjspf.org/for-clients/authentication-of-signatures-documents.

HOW TO SUBMIT FORM PF.23

The dated and hand-signed or duly authenticated form must be returned to UNJSPF.

Retirees and beneficiaries who are registered users of MSS can submit UNJSPF forms and other documentation electronically under the “MSS Document Upload” tab of their MSS account. Users must download the relevant UNJSPF form under the “E-Forms” tab and complete, print, date and hand sign it or have it duly authenticated. Then they must scan the form and upload it, either in JPG, JPEG or PDF format, and send it to UNJSPF. Once the form has been successfully submitted, there is **NO NEED** to submit a physical version of the form to UNJSPF. Go to the “About member self-service (MSS)” web page, available at www.unjspf.org/resources/about-member-self-service, for a tutorial on how to upload documents using MSS.

You can also mail the physical form, which must be duly completed, dated and hand-signed or duly authenticated, directly to UNJSPF at any of the addresses below:

If documents are sent by regular postal mail to the New York Office	If documents are sent by express courier (e.g. DHL) or registered mail to the New York Office	If documents are sent to the Geneva Office (by either postal mail or express courier)
United Nations Joint Staff Pension Fund c/o United Nations PO Box 5036, New York, NY 10163-5036 United States of America	United Nations Joint Staff Pension Fund 37th floor, 1 DHP 885 Second Avenue, New York, NY 10017 United States of America	United Nations Joint Staff Pension Fund s/c Palais des Nations 1211 Genève 10 Suisse

BANKING REQUIREMENTS

KEY TERMS

IBAN – The International Bank Account Number is an internationally agreed standard for identifying an individual’s account at a financial institution. It consists of a two-letter ISO country code, followed by two check digits and up to 30 alphanumeric characters for the Basic Bank Account Number.

SWIFT code – The SWIFT code is a Business Identifier Code used by banks and payment providers when making international transfers.

To utilize the table, please identify your currency of payment and bank location.

Currency of payment (section 2.5)	Bank location (section 2.2, 2.8)	Beneficiary account number requirements (section 2.3)	Bank ID code requirements (section 2.4)	Intermediary or correspondent bank (section 2.9)/Other information (section 2.11)
USD	United Nations Federal Credit Union (UNFCU)	11 or 13 digits	226078609	-
USD	UNITED STATES	Up to 17 digits	9-digit Automated Clearing House (ACH) routing number	-
USD	Standard Chartered Bank, INDIA	11 digits	SCBLINBB	-
USD	Standard Chartered Bank, PAKISTAN	11 digits	SCBLPKKK	-
USD	CHILE	Up to 15 digits	SWIFT code (8 or 11 characters)	(Section 2.11) 8- or 9-digit tax ID (RUT) number
USD	PERU	20-digit Código de Cuenta Interbancaria (CCI)	SWIFT code (8 or 11 characters)	-
USD	Outside UNITED STATES	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
EUR	SEPA ZONE or EUROZONE	IBAN - format based on country of remittance	SWIFT code (8 or 11 characters)	-

(table continued)

Currency of payment (section 2.5)	Bank location (section 2.2, 2.8)	Beneficiary account number requirements (section 2.3)	Bank ID code requirements (section 2.4)	Intermediary or correspondent bank (section 2.9)/Other information (section 2.11)
EUR	Outside SEPA ZONE or EUROZONE	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
CHF	SWITZERLAND	IBAN - 21 characters starting with CH	SWIFT code (8 or 11 characters)	-
CHF	Outside SWITZERLAND	IBAN - format based on country of remittance	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
AUD	AUSTRALIA	Up to 9 digits	6-digit Bank State Branch (BSB) number in 000-000 format	-
AUD	Outside AUSTRALIA	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
CAD	CANADA	Up to 16 digits	9-digit transit number	-
CAD	Outside CANADA	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
CLP	CHILE	Up to 15 digits	SWIFT code (8 or 11 characters)	(Section 2.11) 8- or 9-digit tax ID (RUT) number
DKK	DENMARK	IBAN - 18 characters starting with DK	SWIFT code (8 or 11 characters)	-
GBP	UNITED KINGDOM	8 to 10 digits	6-digit sort code	-
GBP	Outside UNITED KINGDOM	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
INR	Standard Chartered Bank, INDIA	11 digits	SCBLINBB	-
INR	INDIA	No specific requirement	11 alphanumeric characters Indian Financial System Code (IFSC)	-
JPY	JAPAN	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.11) 7-digit Zengin code
JPY	Outside JAPAN	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
NOK	NORWAY	IBAN - 15 characters starting with NO	SWIFT code (8 or 11 characters)	-
NZD	NEW ZEALAND	12 digits in 000000000-000 format, leading zeros may be added	6-digit National Clearing Code (NCC) in 00-0000 format	-
NZD	Outside NEW ZEALAND	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.9) Intermediary or correspondent bank
PEN	PERU	20-digit Código de Cuenta Interbancaria (CCI)	SWIFT code (8 or 11 characters)	
PKR	Standard Chartered Bank, PAKISTAN	11 digits	SCBLPKKK	-
PKR	PAKISTAN	No specific requirement	SWIFT code (8 or 11 characters)	(Section 2.11) Inter-Bank Funds Transfer (IBFT)
RUB	RUSSIAN FEDERATION	20 digits	SWIFT code (8 or 11 characters)	(Section 2.1) full name as it appears on your bank statement, including your patronymic name. (Section 2.4) 9-digit bank ID code (BIK) (Section 2.11) 12-digit tax ID (INN) number
SEK	SWEDEN	IBAN - 24 characters starting with SE	SWIFT code (8 or 11 characters)	-
SGD	SINGAPORE	No specific requirement	SWIFT code (8 or 11 characters)	-
XAF	Central African Economic and Monetary Community (CEMAC)	23 digits	SWIFT code (8 or 11 characters)	-
XOF	West African Economic and Monetary Union (WAEMU/UEMOA)	24 alphanumeric characters	SWIFT code (8 or 11 characters)	-