

## Payroll Deposit Authorization Form

**This form applies only if AIARC processes payroll for your Center.**

Please send a signed copy of this completed form, a copy of your passport or ID, and a bank statement, voided check or other bank issued document showing your name and bank account number by email to your Center's AIARC coordinator.

<b>Participant Name:</b> Surname, First, Middle	<b>Center Name:</b>	<b>AIARC ID#:</b>
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**Bank #1: Check a box for the type of transfer:**  International Wire Transfer  ACH (to U.S. bank accounts)  
 Check this box if you are changing your existing bank account and refer to *AIARC security verification process* in the instructions on the next page.

**Check the box below to indicate the amount of your pay, which will be deposited to your primary bank account, Bank #1.**  
 Deposit 100% of my Net Pay to my bank account listed below for Bank #1.  
 Deposit (enter \$ amount) \_\_\_\_\_ to my bank account listed below for Bank #1 and deposit the remainder of my Net Pay to the bank account listed in the section for Bank #2.

<b>Beneficiary Bank Name</b>			
<b>Beneficiary Bank Address</b>			
<b>Bank Account Holder Name</b> <i>You must be one of the account holders</i>			
<b>Beneficiary Bank Account Number</b> <i>Provide an IBAN if required</i>	<b>Bank Account Currency</b> <i>Indicate your account currency</i>	<input type="checkbox"/> USD <input type="checkbox"/> EUR	<input type="checkbox"/> Other _____
<b>Beneficiary Bank SWIFT Code</b>	<b>Beneficiary Bank Routing/Transit Number</b>		
<b>Intermediary U.S. Bank Name</b> <i>Required if beneficiary bank is outside of U.S.</i>	<b>Intermediary U.S. Bank SWIFT Code</b>		
<b>Additional Bank Details</b>			

**Bank #2: Check a box for the type of transfer:**  International Wire Transfer  ACH (to U.S. bank accounts)  
 Check the box if you are changing your existing bank account and refer to *AIARC security verification process* in the instructions on the next page.

**Check the box below to indicate that you have a secondary bank account, Bank #2, to receive the remainder of your deposit.**  
 Deposit the remainder of my Net Pay to my bank account listed below for Bank #2.

<b>Beneficiary Bank Name</b>			
<b>Beneficiary Bank Address</b>			
<b>Bank Account Holder Name</b> <i>You must be one of the account holders</i>			
<b>Beneficiary Bank Account Number</b> <i>Provide an IBAN if required</i>	<b>Bank Account Currency</b> <i>Indicate your account currency</i>	<input type="checkbox"/> USD <input type="checkbox"/> EUR	<input type="checkbox"/> Other _____
<b>Beneficiary Bank SWIFT Code</b>	<b>Beneficiary Bank Routing/Transit Number</b>		
<b>Intermediary U.S. Bank Name</b> <i>Required if beneficiary bank is outside of U.S.</i>	<b>Intermediary U.S. Bank SWIFT Code</b>		
<b>Additional Bank Details</b>			

**Deposit Agreement:** By signing this form:

1. I agree to abide by worldwide and U.S. Anti-Money Laundering rules and regulations regarding electronic fund transfers.
2. I understand that additional fees may be charged by intermediary or beneficiary banks relating to my international wire transfer. Additional charges may include incoming wire fee, currency conversion, maintenance, commission, and so forth. Charges may vary depending on the services that I receive and the relationship that my beneficiary bank may have with its intermediary banks.
3. I understand that AIARC is only responsible for the transfer up to the point that it is released from AIARC's bank. Any charges incurred thereafter are my responsibility because I have chosen my beneficiary bank and it has chosen its corresponding intermediary banking relationships.
4. I authorize AIARC to deduct money from my future payroll transfers for reimbursement of fees without prior notification if fees are incurred from returned wires or direct deposits due to inaccurate banking information provided by me.

**Participant Signature:** \_\_\_\_\_ **Date:** (dd/mm/yyyy) \_\_\_\_\_

Note: A written signature is preferred in order to have on record. However, you can sign this form electronically, but you must also provide the signature page of your passport or government issued ID with this form. Alternatively, you can write and print your signature on a white blank piece of paper, take a photo of the written and printed signature with your smartphone, and send a copy of the photo with this form.

## Payroll Deposit Authorization Form Instructions

- Complete this form to notify AIARC of your payroll banking preferences for your monthly salary payment. Refer to the instructions in the section below to assist you in completing the form.
- You can receive monthly salary payments by international wires to banks located outside of U.S. or by ACH to banks in the U.S.
- You can set up a maximum of **two** electronic transfers. A monthly fee of *USD 17.50* will be charged for the second transfer.

### **Instructions for completing the Payroll Deposit Authorization Form**

**Beneficiary Bank Name and Address:** Indicate your beneficiary bank's name and address. The beneficiary bank is the receiving bank where you have your bank account.

**Bank Account Holder Name:** Enter your name exactly as it is stated on your bank account. You must be one of the listed account holders. AIARC will only transfer money to you or to an institution with which you hold an account with your name listed. Ideally, the name on your account should exactly match the name on your official identification (e.g., passport).

**Beneficiary Bank Account Number:** Enter your account number stated on the bank document. If your account is with a bank in Europe or other IBAN adopted bank, enter an IBAN number. The IBAN number is a unique identification code that facilitates wire payments to your bank account. The IBAN consists of up to 39 alphanumeric characters. If the IBAN is missing or incorrect, a charge may be applied by your beneficiary bank or your salary payment may be delayed or returned to the remitting bank.

**Bank Account Currency:** Indicate your bank account currency. If your bank account currency is other than USD and EUR, please indicate the other currency. If you do not have a bank account in USD to receive your salary payment, please contact your Center's AIARC Coordinator. It is very important that you verify with your bank that your bank can accept and convert USD and that you are provided with the correct intermediary bank details from your bank (the beneficiary bank) in order to expedite the currency conversion. It is highly recommended that you correspond with an individual who handles wires for your bank to get the correct information.

**Beneficiary Bank SWIFT Code:** Enter your beneficiary bank's SWIFT code if your salary will be deposited to a bank outside of the U.S. The SWIFT code is required to make international wire transfers. Your bank's SWIFT code can often be found on your bank account statement. The SWIFT code consists of 8 or 11 characters. If you do not know this information, please contact your bank representative in the wire department for the correct beneficiary bank information, otherwise your salary payment will be delayed.

**Beneficiary Bank Routing/Transit Number:** Enter your beneficiary bank's nine-digit number if your salary will be deposited to a bank in the U.S. Some U.S. banks and credit unions have multiple routing numbers serving different purposes, geographical regions, or branches. Typically, routing numbers are printed on the bottom of a check. These numbers can also be found on the online banking site of the financial institution.

**Intermediary U.S. Bank Name and SWIFT:** If your salary payment is payable to you in U.S. dollars. Enter the U.S. intermediary bank details if your bank is located outside of the U.S. to ensure you receive your money in U.S. dollars. The intermediary/correspondent bank is a third-party bank used by the beneficiary bank to facilitate the international transfer and settlement of money. If you do not know this information, please contact your bank representative in the wire department for the correct intermediary/correspondent bank information, otherwise your salary payment will be delayed.

**Additional Bank Details:** Depending on the location of your bank, AIARC may require additional bank details to ensure you receive your salary on time. Examples of such additional information include:

- Transit Number and Branch Code for banks located in Canada
- CLABE for banks located in Mexico
- IFSC Code and Payment Purpose Code for banks located in India

If there are other bank details required to set up your payment for your beneficiary bank, please indicate that information in the *Additional Bank Details* box in the form.

### **Add or Change Bank Account Security Verification Process**

Please use this form to add or change your beneficiary bank account, intermediary bank account, payment method, deposit amount or other account changes. Changes can be made twice in a calendar year, without charge. A processing fee of *USD 25* will be charged for each change thereafter.

If you are adding a new bank account, AIARC will require a new completed Payroll Deposit Authorization Form with a copy of your passport and bank account document (e.g., bank statement, voided check).

Upon receipt of the form and required documents, AIARC will contact you for a verbal verification. Please provide a phone number at the time you submit this form and the required documents to AIARC. Your new bank account will be implemented after the verification is completed and within the appropriate AIARC monthly processing cycle.