



Secretariat

ST/IC/1990/27
18 April 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Controller

Subject: DIRECT DEPOSIT OF SALARY*

1. The Organization has taken many steps over the years to streamline administrative procedures intended to lead to operational cost reductions. Even more so during this period of reform and retrenchment and continued financial difficulties, it is crucial to adopt measures to improve the efficiency of the Organization.
2. One area for further progress is to increase the use of the system of direct deposit of salary, since the production and distribution of salary cheques twice a month creates considerable work for the Treasury and for executive offices. Issuance of individual cheques is not only costly to the United Nations, but it also requires staff to undertake time-consuming banking operations and to run the risk of a cheque being stolen or lost.
3. Under the system of direct deposit of salary, the United Nations can automatically deposit a staff member's salary into a checking or savings account with the United Nations Federal Credit Union, the Chemical Bank, or almost any financial institution in the United States. No fee is required to establish this arrangement, and a staff member's salary will be automatically deposited to his or her account on pay-day, even if he or she is absent on leave or official travel.
4. In the interests of economy and efficiency, those staff on the payroll not yet participating in the system of direct deposit of salary are urged to complete the attached form and send it to the United Nations Cashier, room S-2770 as soon as possible. The end-of-month statement of earnings and deductions of those staff members who authorize the automatic deposit will indicate when the automatic deposit has been established.

* Personnel Manual index No. 13001.

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF SALARY

(Please type or print - fill in COMPLETELY)

To: Cashier's Office, S-2770

From: _____
Staff member (last name, first name)

Index No.

Ext.

Room No.

Please arrange to deposit my salary as soon as possible into my

Checking account No.

or

Savings account No.

at

Name and address of financial institution

For financial institutions other than the United Nations Federal Credit Union or the Chemical Bank, please provide your bank's American Banking Association (ABA) number. The ABA number can be obtained from your personal cheque (first nine digits in lower left hand corner) or from your bank.

ABA No. _____

Signature: _____ Date: _____
