

Bank Account creation tutorial

1. Once you click on the “Request Bank account” button, a wizard will guide you through the 5 steps of the process. At the first step “Bank Account Type”, you need to read the administrative and legal elements and to define the type of bank account to be created.

For FILIP users who are active staff of European Commission, EEAS, EDPS, SRB, Agencies using SYSPER and Ombudsman, pensioners or unemployed, the available Bank Account types are the following:

Bank Account Creation Bank account creation tutorial ✕ Close

1 2 3 4 5

Bank Account Type Account holder's data Bank account info Upload bank statement Finish

Bank Account Type
Important administrative and legal elements

☒ Main account (remuneration/pension and JSIS reimbursement)

☐ Other account type: transfer, education allowance, third party (only for active staff of Commission, EEAS, EDPS, SRB, Agencies using SYSPER, Ombudsman)

Please complete this part only after having submitted your request as indicated in this [page](#)

If you select “Other account type”, you’ll have to specify the purpose of this account.

Please note that you have to submit a request for the transfer of a part of your remuneration before requesting the creation of your transfer account.

- ☒ Other account type: transfer, education allowance, third party (only for Commission, EEAS, Council, EDPS, SRB, Agencies using SYSPER, Ombudsman)
- Please complete this part only after having submitted your request as indicated in this [page](#)

- * ☐ Free transfer
- ☐ Transfer of the pre-education/education allowance
- ☐ Payment/ Transfer related to a legal obligation for a third party
- ☐ Account in Delegation (only for Switzerland and Norway)

For transfer of education allowance or to a third party, you’ll have to encode the name of the child or the third party:

* ☐ Free transfer

☒ Transfer of the pre-education/education allowance

* Child's Name and Surname 100

☐ Payment/ Transfer related to a legal obligation for a third party

☐ Account in Delegation (only for Switzerland and Norway)

Then click on “Save and Next” to reach the 2nd step of the wizard.

For FiLIP users who are active staff of the European Parliament, Council of Europe, Court of Justice, Court of Auditors, EMA, EASA, EUIPO, CDT, CPVO, EUI and teachers of European Schools, the list of available Bank Account types is the following:

☒ JSIS account

We remind you that this change applies only to your JSIS reimbursements. For your salary you have to address to your local administration.

Only in case you are changing the bank account in view of your pension (please indicate the effective date of the change in the field comment at the end of the procedure)

☐ Main account (Pension and JSIS reimbursement)

2. In the "Account holder's data" screen, fill all the empty fields then click on "Save & Next"

The Account holder name, Communication Language, Personal email address and your private address are automatically filled in with your personal data already available in the EC systems (if any). You can update these data if necessary.

Bank Account - Account holder's data

i "In the Account holder's data section, please provide, in the case of a joint account, both holders' names."



These fields are editable
The fields with a * are mandatory
The grey bubbles containing numbers at the end of the fields indicate the number of characters available

ACCOUNT HOLDER'S DATA

Account holder *

47

as indicated in the bank statement

Communication Language *



Personal email address (for communication purpose) *

325

ADDRESS AS DECLARED TO THE BANK

Street & number *

35

Town / City *

41

Postcode *

11

Country *



Kindly note that the address appearing in this field is taken from your personal file. If you need to change it, please enter a modification request to Sysper or to your HR system.

Back

Save & Next

3. Do the same for Step 3: "Bank account information".

Bank Account - Bank account info



The fields with a * are mandatory
The grey bubbles containing numbers at the end of the fields indicate the number of characters available

BANK ACCOUNT DETAILS

Currency *



In case you would like to change the currency of the payment of your salary, please refer [here](#) to the paragraph "Submit a request".

Country *



IBAN *

60

Only in case IBAN is not available, please indicate below your account number

Account number *

45

BANK ADDRESS

Bank name *

120

Street & number *

60

Town / City *

50

Postcode *

15

Please encode the address of the bank branch. If unknown, please encode the address of the headquarter office.

Please note that the system will check the following elements:

- The IBAN format based on the IBAN rules in your country.
- If the IBAN or Account number you encoded is already registered in our systems, a contextual option will appear.

This will allow you to explain why you need to reuse it by selecting the option corresponding to your needs:

- o Reuse of a bank account.
- o A joint account.
- o A bank holder change:

i This bank account already exists in our systems.
Please select a context in the list below in order to progress in your creation/update request of banking data.

Reuse bank account

Joint account

Bank holder change

4. Upload the required documents (PDF format, no more than 2 documents) by clicking on the Upload button.

Bank Account - Upload bank statement

- i** "Please note that a recent bank statement (less than six months) contains at least :
1. The name of the bank
 2. The name of the account holder.
 3. The complete account number or IBAN
 4. The BSB (AU/NZ), ABA (US) or Transit code (CA), if used or indicate them in the field "Comment" before submitting the request
 5. The amounts and movements mentioned on the bank statement may, for privacy reasons, be hidden.

i These fields are editable
The fields with a * are mandatory
The grey bubbles containing numbers at the end of the fields indicate the number of characters available

Supporting Document(s)
+ Add
▼

Important: To upload files, please follow these steps:

1. Select the "document type"
2. Browse to choose the file (only PDF files are accepted, you can send email to EC-PDF-CODE-PRINT@ec.europa.eu to convert to PDF)
3. Click on "Upload" button

Document Type *

COMPLETED FORM

+

Choose File
File name *

Upload

1
2
3

Back
Save & Next

If the operation is a success, you will receive a green message of the following type:

File name
+ Add
▼

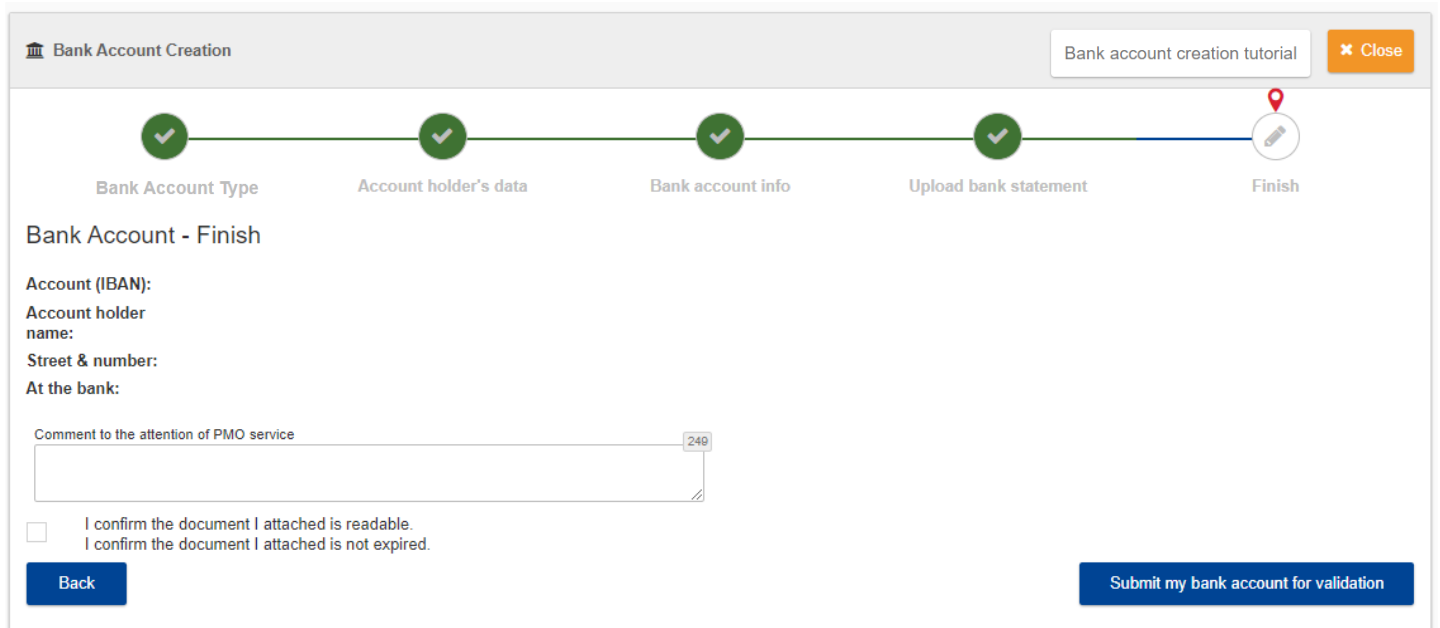
Doc. Id. PF * 530

File name MyBankinfos.pdf

🗑

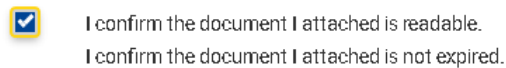
✓
Document successfully uploaded
×

- Click on "Save & Next" to reach the final step. Here you can read the summary and write an optional comment.



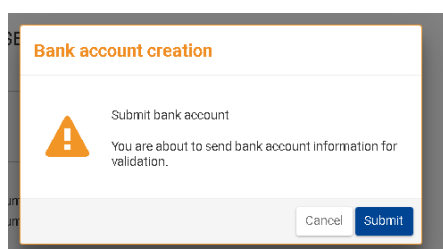
The screenshot shows the 'Bank Account Creation' process at the 'Finish' stage. At the top, a progress bar indicates five steps: 'Bank Account Type', 'Account holder's data', 'Bank account info', 'Upload bank statement', and 'Finish'. The first four steps are marked with green checkmarks, while the 'Finish' step is marked with a red location pin icon. Below the progress bar, the title 'Bank Account - Finish' is displayed. The form contains several fields: 'Account (IBAN):', 'Account holder name:', 'Street & number:', and 'At the bank:'. There is also a text area for 'Comment to the attention of PMO service' with a character count of 249. At the bottom, there are two checkboxes: 'I confirm the document I attached is readable.' (which is checked) and 'I confirm the document I attached is not expired.' (which is unchecked). A 'Back' button is on the left, and a 'Submit my bank account for validation' button is on the right.

- Please ensure to tick the checkbox "I confirm the document I attached is readable"



The screenshot shows two checkboxes. The first checkbox is checked and is followed by the text 'I confirm the document I attached is readable.'. The second checkbox is unchecked and is followed by the text 'I confirm the document I attached is not expired.'.

- A last warning will ask you to confirm the sending.



The screenshot shows a warning dialog box titled 'Bank account creation'. It contains a yellow warning triangle icon and the text 'Submit bank account' and 'You are about to send bank account information for validation.'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

- Your request to create a new bank account has now been submitted to the PMO office. You will receive a mail notification when its status changes.