

## BA 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 “Start”, you need to read the administrative and legal remarks and to confirm that you have done so.

The screenshot shows the 'Bank Account Creation' wizard interface. At the top, there is a header with a bank icon, the text 'Bank Account Creation', and a 'Close' button. Below the header is a progress bar with five steps: 1. Start (active), 2. Account holder's data, 3. Bank account info, 4. Upload bank statement, and 5. Finish. Below the progress bar, the title is 'Bank Account - Start'. There are two tabs: 'Bank account creation tutorial' and 'Important administrative and legal elements'. A checkbox is present with the text: 'I carefully read the administrative and legal remarks accessible from the "Important administrative and legal elements" button. That action is mandatory to be able to submit your Bank account creation request.' A 'Let's start' button is located on the right side.

2. Click on "Let's start" to proceed with creating the new bank account. You will reach step 2: “the account holder’s data”.

The screenshot shows the 'Bank Account Creation' wizard interface at the 'Account holder's data' step. The progress bar now shows step 1 as completed (with a green checkmark) and step 2 as active (with a red location pin). Below the progress bar, the title is 'Bank Account - Account holder's data'. An information icon is followed by the text: 'If your request refers to your main account, please provide your current status in the "Bank account type" section. In the Account holder's data section, please provide, in the case of a joint account, both holders' names.' Below this is a blue box with an information icon and the text: 'These fields are editable', 'The fields with a \* are mandatory', and 'The grey bubbles containing numbers at the end of the fields indicate the number of characters available'. Underneath, the section is titled 'BANK ACCOUNT TYPE' and has three radio button options: 'Main account' (selected), 'Active', 'Pensioner', and 'Unemployed'.

Please note that your main account must correspond to one of the options below:

Active: if you are currently working for the European Institutions

Pensioner: if you are a pensioner

Unemployed: if you are unemployed

The account must be in your name. If it is a joint account, you must provide both account holders' names in the “account holder” field.

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 TYPE**

Main account

- Active
- Pensioner
- Unemployed

Other account type

---

**ACCOUNT HOLDER'S DATA**

Account holder \*  47

Communication Language \*  325

Personal email address (for communication purpose) \*

---

**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.

If you select "Other account type", you will have to describe the type of bank account you wish to create.

**BANK ACCOUNT TYPE**

Main account

Other account type

Description \*  100

3. Fill all the empty fields then click on "Save & Next"

- Do the same for Step 3: "Bank account information". Then..."Save & Next". Fill in the IBAN code (Internal Bank Account Number) if it exists in the country where your bank is established. Example: Your IBAN could be BE03 3030 1010 2020.

#### Bank Account - Bank account info

**i** "Enter data as declared to the bank.  
Account name and address need to be the same as stated in the bank statement document you will upload in the "Upload bank statement" step."

**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

#### BANK ACCOUNT DETAILS

Currency \*

Country \*

IBAN \*

Account \*

#### BANK ADDRESS

Bank name \*

Street & number \*

Town / City \*

Postcode \*

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

Back

Save & Next

Please note that the system will check the following elements:

- The IBAN format based on the IBAN rules in your country.
- If the IBAN you selected 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

5. 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 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.
5. The provided document copy must be recent (less than six months).
6. The amounts and movements mentioned on the bank statement may, for privacy reasons, be hidden.

**⚠ WARNING:**  
We draw your attention to the fact that only modifications of bank accounts received (documents must be in PDF format) before the 22th day of the month for active staff and 9th of the month for pensioner will be taken into consideration for payroll of the following month. Requests received after that deadline will be processed for month salary +2 .  
For unemployment, your request for account changes will be processed at any time.

**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- Browse for a file (only PDF files are accepted, you can send email to EC-PDF-CODE-PRINT@ec.europa.eu to convert to PDF)  
2- Fill all mandatory fields  
3- Click on "Upload" button

Document Type \* COMPLETE FORM 2 Choisir un fichier Aucun fichier choisi 1 File name \* 3 Upload

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 ×

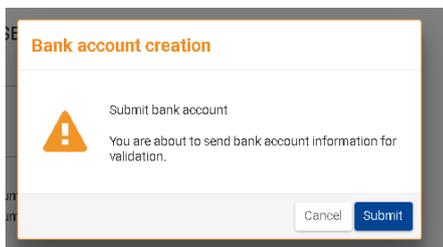
If it fails, you will receive a red warning.

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

7. Check the last mandatory checkbox and click on "Submit my bank account for validation" button. Please ensure to tick the checkbox "I confirm the document I attached is readable"

I confirm the document I attached is readable.  
 I confirm the document I attached is not expired.

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



9. 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.