

**TRANSFER REQUEST** (Article 17 Annex VII of the Staff Regulations)

Name: ..... Forename: .....

I hereby request the monthly transfer of a part of my remuneration; the amount of.....currency.....for the following reason(s):

**1. School / University fees for my:**

Child's forename	From	until	On the bank account of the agent or the child?
		31/10	
		31/10	

This transfer must not exceed the amount of the education allowance.

It is possible to pay the education allowance directly to the child's bank account.

**Be careful the transfer of the education allowance is cut as from 31/10 to check the education allowance of your child.** If your child pursues his/her studies, please renew your request by the latest the 15 September.

**2. Family obligation** (up to a maximum of 5% of the official's basic salary) towards (name and Forename).....

Compulsory supporting document: A copy of the decision of the Court or a decision by the competent administrative authority must be provided.

**3. Free transfer** not exceeding 25% of the agent's basic salary (code TBA and IMG in the payslip)

**Bank details:**

The bank account must be opened in the name of the agent, except for the education allowance that can be paid directly to the child's bank account.

The financial documents should be completed if there are new bank accounts:

[https://myintracomm.ec.europa.eu/hr\\_admin/en/pay/bank-account/Pages/index.aspx](https://myintracomm.ec.europa.eu/hr_admin/en/pay/bank-account/Pages/index.aspx)

Please join the requested supporting documents (a copy of your passport or ID card, detailed bank account etc.). Could you complete the form by using the Latin characters in order to make easier the Administration work?

**Nota Bene: The transfer will be executed subject to the exactness and completeness of the given Information. Please note there is no retroactivity possible for a transfer. The management of the request can take two-three weeks. The payroll of the month M+1 is closed the 20th of the month M. Thus, all the requests arrived after the 10th of the month M cannot be managed for the payroll of the month M+1.**

I hereby declare to inform the administration in writing about all changes that would influence the decision on obtaining, or the duration, of my transfer request.

**Despatch via <https://ec.europa.eu/pmo/contact/en> (sub-category "Salary") is considered equivalent to signature by the new member of staff.**

## *Article 17 of the Staff Regulations*

1. Payment shall be made to each official at the place and in the currency of the country where he carries out his duties or, at the request of the official, in euros in a bank within the European Union.

2. Under the conditions laid down in rules fixed by the appointing authorities of each institution by common consent after consulting the Staff Regulations Committee, officials may apply for special regular transfer of part of their remuneration. Under the preceding provision the following may be transferred, separately or in combination:

(a) for children attending an education establishment in another Member State, a maximum amount per dependent child equal to the amount of the education allowance actually received for that child;

(b) on production of valid supporting documents, regular payments to all other persons residing in the relevant Member State to whom the official provides evidence of having an obligation by virtue of a decision of the courts or the competent administrative authority.

The transfers referred to in point (b) may not exceed 5 % of the official's basic salary.

3. The transfers provided for in paragraph 2 shall be made in the currency of the relevant Member State at the exchange rate referred to in the second paragraph of Article 63 of the Staff Regulations. The amounts transferred shall be multiplied by a coefficient representing the difference between the correction coefficient for the country to which the transfer is made as defined in point (b) of Article 3(5) of Annex XI to the Staff Regulations and the correction coefficient applied to the remuneration of the official (referred to in point (a) of Article 3(5) of Annex XI to the Staff Regulations).

4. Apart from the transfers referred to in paragraphs 1 to 3, an official may request a regular transfer to another Member State in local currency at the monthly exchange rate, without application of any coefficient. This transfer may not exceed 25 % of the official's basic salary.