Carnegie Mellon University
Finance Division

USD Qatar Net Pay Split Currency Designation Form

Purpose: This form is to be used by CMU employees working in Qatar and being paid in US dollars to designate up to 50% of the employee's USD net pay be paid to the employee's Qatar bank account in Qatari Riyals.

NOTE: This designation may be made or subsequently changed or revoked, by the employee only upon the employee's hire and thereafter in February of each year or upon termination or repatriation.

Employee Information

Employee's Name: _____ Phone #: _____

Email: _____ Last 4 of SSN: _____

Amount of USD net pay to be deposited in Qatari Riyals to your Qatar bank account: _____

NOTE: The election amount listed above should only be up to 50% of your normal net pay. **To revoke designation, enter $0.00 as the amount.**

Qatar Bank Account Information:

Provide the Qatar bank account information to which the designated portion of your USD net pay will be paid in Qatari Riyals.

1) Bank ID: _____

2) Bank Name: _____

3) Bank Address: _____

_____

4) International Bank Account Number (IBAN): _____

5) Name(s) on Account: _____

Instructions

1) 8-11 character alphanumeric SWIFT bicode.

2) Name of the bank or financial institution which holds the account that you will have your funds transferred to.

3) Mailing address of the receiving institution where your account is held.

4) Note: Banks which have adopted the ISO International Bank Account Number (IBAN) standard must ensure a complete IBAN account number is provided in the account number line. For example, Qatar IBAN numbers are 29 digits in the following format: QAKK QNBA 0000 0000 1234 123456 123.

5) List names that appear on the bank account if different from name stipulated above (e.g. joint account or shared account)..

Acknowledgment and Agreement: Please read before providing your signature.

I authorize the USD net pay amount designated above to be withheld from my net pay and paid in Qatari Riyals to my Qatar bank account designated above. I understand that declines in the USD to Qatari Riyal currency exchange rate as a result of this designation will be borne by me and that any fees assessed by my Qatar bank as a result of the payment of Qatari Riyals to my Qatar bank account are my sole responsibility. I understand that I may change or revoke this designation only during February each year following this designation or at hire, termination, or resignation.

Acknowledged and agreed, intending to be legally bound:

_____ _____ _____

Typed Name Signature Date

Qatar Payroll Division Use

PR Review: _____

Received: _____ Entered: _____

Applicable Calendar Year: _____

Submit form to the Qatar Payroll Office.

Updated: 11.27.2023