

Information about bank account registration

How to register your bank account with Swedbank

When visiting a Swedbank branch, the following documents must be brought:

- Employment contract/proof
- Passport
- Proof of bank account showing the person is a customer of the bank
- Extract from the Swedish Tax Agency (Skatteverket) showing the coordination number
- KI's Contract number (029572)

Things to consider when register a bank account

- There is no system support for managing certain payments where the transaction goes through two bank accounts, a "transfer account" and a "final account." This system is primarily used by American and Canadian banks. You can apply for a European bank account (e.g., Revolut) to complete the payment.
- Ensure that the country where your bank is located isn't on the sanctions list. If it is, no payment can be made [EU Sanctions map](#). In these cases, a European bank account (e.g., Revolut) may be required to ensure the payment.
- If a bank account isn't registered on time (2 business days before payroll processing) a payment slip will be sent to the Swedish address registered in Primula. If a foreign address is registered or the person does not have a Swedish personal/coordination number, the payment will be rejected.

- When you receive a Swedish personal identity number, you:
 - are responsible for registering a Swedish bank account or a foreign bank account with Swedbank via [website](#) or bank branch
 - contact HR to remove the old bank account in Primula (IMPORTANT! because the bank details in Primula always overrides what is registered with Swedbank)

What you need to check if the payment is rejected

Contact your bank to ensure the following:

- That the account number/IBAN/BIC or national ID (Fedwire/ABA/routing/transit number) is correct
- That you are the account holder of the bank account
- That the receiving bank can accept payments from a Swedish employer
- The receiving account must only be a "salary account"