

GENERAL REFERENCE LETTER REQUEST FORM

Credit Risk Management

Date (DD/MMM/YYYY): **Form Completion Guidelines:**

- Be sure to provide the e-mail address where you would like the letter to be sent.
- Failure to provide complete information may result in processing delays.

PERSONAL DETAILS**Applicant 1** Mr. Mrs. Miss. Other: Name: (First) (Middle) (Last) **Applicant 2 (if applicable)** Mr. Mrs. Miss. Other: Name: (First) (Middle) (Last) **LETTER DETAILS**Reference letter to be issued in the name of (Please note, letters **WILL NOT** be issued "To Whom this May Concern"): Reference letter addressed to (Please include full mailing address): Attention (if applicable): Purpose of reference: Dollar amount included in the letter: Yes No If **Yes**, please specify the amount: Special instructions: **PAYMENT DETAILS**I, , hereby authorise you to debit my Account #
(PRINT NAME) (ACCOUNT YOU WISH TO BE DEBITED)Name(s) on Account: Rush* (1-2 working days) \$100.00 charge Standard (3-5 working days) \$50.00 chargeSignature Name (print) Date (DD/MMM/YYYY) Telephone: E-mail: **Please submit this form request via e-mail to creditreference.bermuda@butterfieldgroup.com.*****For Rush Service, requests must be received by 11:00 a.m. to be e-mailed to you within two business days.**If you have any questions, you may contact us at 441-295-1111 (select option 5 to speak with an agent), or e-mail us at info@butterfieldgroup.com.Clients and other individuals have certain rights with respect to the data held by Butterfield. The details of the individual rights, as well as how we handle the data provided to us, can be found in our Privacy Statement which can be obtained from www.butterfieldgroup.com or by contacting LICBermuda@butterfieldgroup.com. The Bank of N.T. Butterfield & Son Limited is licensed to conduct banking business by the Bermuda Monetary Authority.