

**STUDENT REFERENCE LETTER REQUEST FORM**

Credit Risk Management

Date (DD/MMM/YYYY): **PARENT(S) / GUARDIAN(S)****Applicant 1**Mr.  Mrs.  Miss.  Other: Name: (First)  (Middle)  (Last) **Applicant 2 (if applicable)**Mr.  Mrs.  Miss.  Other: Name: (First)  (Middle)  (Last) Student name: Student's relation to you:  Son  Daughter  Other (specify): **LETTER DETAILS:**Reference letter to be issued in the name of (Please note, letters **WILL NOT** be issued "To Whom this May Concern"): Name and address of school or consulate: Attention (if applicable): Purpose of reference:  Applying to school  Accepted at school  Applying for student visa  Applying for bursary  Applying for scholarshipDollar 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) \$50.00 charge  Standard (3-5 working days) \$25.00 chargeSignature  Name (print)  Date (DD/MMM/YYYY) Telephone:  E-mail: **Please submit this form request via e-mail to [creditreference.bermuda@butterfieldgroup.com](mailto: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](mailto: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](http://www.butterfieldgroup.com) or by contacting [LICBermuda@butterfieldgroup.com](mailto:LICBermuda@butterfieldgroup.com). The Bank of N.T. Butterfield & Son Limited is licensed to conduct banking business by the Bermuda Monetary Authority.