

## **ELECTRONIC FUNDS TRANSFER OF MONTHLY ALLOWANCES**

The Embassy has instituted an on-line wire transfer system that provides a **secure and automated** method of remitting monthly allowances. We hereby request the following information:

1. ***YOUR BANK'S NAME***
2. ***YOUR BANK ADDRESS***
3. ***YOUR BANK ABA NUMBER OR S.W.I.F.T. CODE***
4. ***YOUR FULL NAME***
5. ***YOUR BANK ACCOUNT NUMBER***
6. ***YOUR CURRENT ADDRESS***

It is your responsibility to ensure that the information provided us is **accurate and current**. Please notify the Embassy immediately **of any and all changes (especially banks)**, to prevent inconveniences.

In lieu of completing the attached form, please send us a blank leaflet of your cheque (which contains all the required information) with void indication on it.

We count on your expeditious response to facilitate speedy processing of your stipend.

Kindly treat this as very urgent. We wish you continued success in your studies.

Sincerely,

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**Barbara K. Ramolefhe**  
Education Attaché

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**Lt. Col. Thomas Letshwiti**  
Defense Attaché

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**L. L. Sebogiso**  
Training Attaché

**ELECTRONIC FUNDS TRANSFER**

## **INFORMATION REQUEST SHEET**

When you open a bank account, you must give the Embassy of Botswana, Education Office, your bank information. You should also send us a voided cheque leaflet. Anytime you change your bank information, **Please** use this form to indicate the change and mail it to us immediately. Unless the information on this form is up-to-date, we cannot guarantee that you will receive the stipend or any payment that has to be made to you.

### **ADDRESS INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

### **BANKING INFORMATION**

**Name Of Bank:** \_\_\_\_\_

**Bank Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bank Tel. #:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**ABA Number / Swift Code:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_