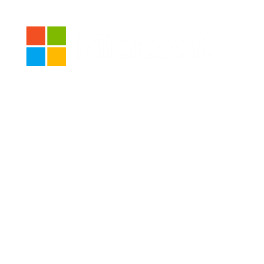
Global Mobility

BANK CARD REQUEST FORM



**Microsoft Bank Card Policy:**

* Microsoft will provide you with a one time lump sum payment via a pre-paid card sent to your U.S. address which you will receive approximately 2-3 weeks prior to your start date. The process to request a card may not be initiated more than 45 days from your start date and if applicable, only after visa approval.
* Funds will be available for 12 months from the date of issuance and any remaining balance will not be available beyond the expiration date;
* Microsoft’s banking vendor will mail the card via the United States postal service, so it is recommended that you, or a representative, will remain at the Mailing Address you confirm below to receive the cardat minimum 30 days from the date the card request process is intiated (see 45 day requirement above). Please contact your Relocation Specialist/Lump Sum Administrator if you or your representative cannot meet this requirement.

**Please complete all fields below by typing over the shaded areas:**

# EMPLOYEE PERSONAL INFORMATION -As shown on legal identification (e.g. your passport)

|  |  |  |
| --- | --- | --- |
| **FULL** First Name: Rui | | Middle Initial: |
| **FULL** Last Name: Yan | **Last 4 digits** of US Social Security Number\*: 7153  *\*If not applicable, please enter 0000.* | |

**Mailing Address to Receive Card** –Permanent residence or P.O Box within the United States only

|  |  |  |  |
| --- | --- | --- | --- |
| Street: 28 WILLIAM ST | | | Apt#: 21 |
| City: WORCESTER | State: MA | Country: United States | Zip/Postal:  01609 |

**Contact Information**

|  |  |
| --- | --- |
| Best Email: raymondino.yan@gmail.com | Best Phone Number to Call: 5184212464 |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:2/27/2018

Physical Signature Required