



## **DIRECT BANK DEPOSITS**

For your own sake, please follow the next steps :

- 1.0 When completing the bank deposit slip, be sure to write your reference no. (which appears on your Jotam account) in the provided space in the bottom left hand corner. Then insist that the teller captures it. They often make mistakes, which can cause your payment to be credited to the wrong Jotam account. Therefore:
- 2.0 Notify us about the deposit on the same day and give the following information:
  - Jotam reference (account) number
  - date of deposit
  - amount of deposit

We can be contacted by:

- e-mail: [manage@jotam.co.za](mailto:manage@jotam.co.za)
- by fax, at 012 664 6532
- by calling us at 012 664 4801, and obtaining a notification reference number as proof of informing us.

Any unknown amounts on our bank account, that need to be traced in any way, will result in a tracing fee being debited to the relative account.

Your co-operation will be much appreciated.