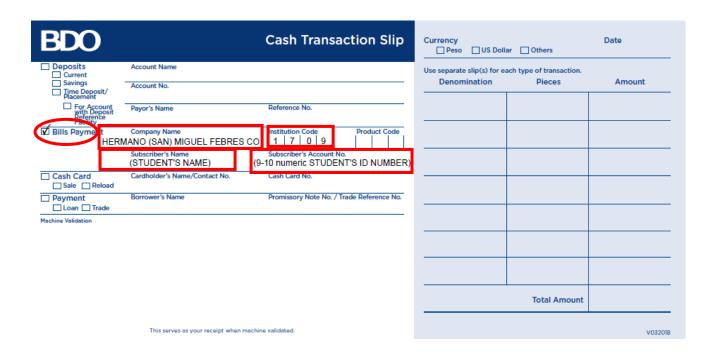
## GUIDELINES IN PAYING THROUGH BDO BILLS PAYMENT-OVER THE COUNTER (OTC)

- 1) Proceed to any BDO Bank Branch.
- 2) Fill-out a Cash or Check Transaction Slip (as shown on the picture) in duplicate copies. <u>Tick the Bills Payment box</u>. Once validated by the Teller you will be given the duplicate copy plus a Transaction Receipt.
  - Note that COMPANY NAME, INSTITUTION CODE, STUDENT NAME and REFERENCE NUMBERS are MANDATORY fields. Your payment will be applied based on these references.
  - > STUDENT ID NUMBER is the only valid Reference Number.
    For applicants, just add add (2) zeros "00" at the beginning of your temporary ID number.
- 3) Use the Cash Transaction Slip for <u>CASH</u> payments and Check Transaction Slip for <u>CHECK</u> payments.
  - For cash payments, indicate denomination and no. of bills; for check payments, indicate the Drawee Bank/Branch and Check Number.
- 4) Include in the Total Amount to be paid the P30 standard fee.



BDO		Check Transaction Slip	Currency	ar Others	Date
☐ Deposits ☐ Current ☐ Savings ☐ Time Deposit/ Placement	Account Name		Local On-us MC/DD Others		
	Account No.		Use separate slip(s) for ea Bank/Branch	ach type of transaction. Check No.	Amount
For Account with Deposit Reference	Payor's Name	Reference No.			
Bills Paymer	Company Name MANO (SAN) MIGUEL FEBRE	nstitution Code			
(	Subscriber's Name (STUDENT'S NAME)	Subscriber's Account No. (9-10 numeric STUDENT'S ID NUMBER)			
☐ Payment ☐ Loan ☐ Trade	Borrower's Name	Promissory Note No. / Trade Reference No.			
Machine Validation					
				Total Amount	
This serves as your receipt when machine validated.					VO32018