

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. Tick the Bills Payment box. 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.
- 3) Use the Cash Transaction Slip for CASH payments and Check Transaction Slip for CHECK 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 Cash Transaction Slip

Deposits
 Current
 Savings
 Time Deposit/
Placement
 For Account
with Deposit
Reference
Possibility
 Bills Payment

Account Name _____
Account No. _____
Payor's Name _____ Reference No. _____

Company Name: **HERMANO (SAN) MIGUEL FEBRES CO**
Institution Code: **1 7 0 9**
Product Code: _____

Subscriber's Name: **(STUDENT'S NAME)**
Subscriber's Account No.: **(9-10 numeric STUDENT'S ID NUMBER)**

Cash Card
 Sale Reload
 Payment
 Loan Trade

Cardholder's Name/Contact No. _____ Cash Card No. _____
Borrower's Name _____ Promissory Note No. / Trade Reference No. _____

Machine Validation _____

Currency Peso US Dollar Others _____ Date _____

Use separate slip(s) for each type of transaction.

Denomination	Pieces	Amount
Total Amount		

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This serves as your receipt when machine validated.



Check Transaction Slip

- Deposits
 - Current
 - Savings
 - Time Deposit/ Placement
 - For Account with Deposit Reference Facility
- Bills Payment

Account Name _____
 Account No. _____
 Payor's Name _____ Reference No. _____

Company Name: HERMANO (SAN) MIGUEL FEBRES CO. Institution Code: 1 | 7 | 0 | 9 | Product Code: _____
 Subscriber's Name: (STUDENT'S NAME) Subscriber's Account No.: (9-10 numeric STUDENT'S ID NUMBER)

Payment Borrower's Name _____ Promissory Note No. / Trade Reference No. _____
 Loan Trade

Machine Validation _____

Currency Peso US Dollar Others _____
 Local On-us MC/DD Others _____

Date _____

Use separate slip(s) for each type of transaction.

Bank/Branch	Check No.	Amount
Total Amount		

This serves as your receipt when machine validated.

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