

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.
For applicants, just add add (2) zeros "00" at the beginning of your temporary ID 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
Subscriber's Name: (STUDENT'S NAME)
Subscriber's Account No.: (9-10 numeric STUDENT'S ID NUMBER)

Cash Card
 Sale Reload
 Payment
 Loan Trade

Machine Validation _____

This serves as your receipt when machine validated.

Currency Peso US Dollar Others _____ Date _____

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

| Denomination | Pieces | Amount |
|---------------------|--------|--------|
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| | | |
| Total Amount | | |

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