### BILLS PAYMENT PROCEDURE FOR ATENEO De Manila University

**OVER THE COUNTER Payments** *(Client module)*

1. Go to the nearest / most convenient Metrobank Trust Co. (MBTC) Branch.

2. Get a copy of Metrobank’s “Payment Slip” (pls find attached SAMPLE copy) and accomplish the required information/details:
   a) Company Name: **Ateneo De Manila University**
   b) Subscriber Name: **Name of paying CLIENT/s**
   c) Reference No.: **Purpose of Payment**
   d) Subscriber No.: **3 digit Center Code (to be provided by the unit concerned)**
   e) Mode of Payment: **Cash / Check / Debit account**
   f) Amount of payment: **PhPxxxx.xx**

   **NOTE:** Slips are to be accomplished in duplicate copies.
   - 1<sup>st</sup> copy- Bank copy
   - 2<sup>nd</sup> copy- Client’s copy

3. Present payment slip to MBTC tellers together with cash/check.

4. Once validated, MBTC Teller will give **Ateneo De Manila University** client/client representative a validated copy.

5. Before leaving, Check & verify the copy received (Payment slip serves as proof of payment):
   a) if validated.
   b) and, if the copy was the one accomplished & presented to the Bank teller

6. Send the validated copy of payment slip to Japanese Studies Program via fax (3760966) or email (japanese.soss@ateneo.edu) for issuance of Official Receipt.

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<th>Ref. No.</th>
<th>Purpose of Payment</th>
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<td>Registration Fee: JLPT NS Review</td>
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**Subscriber Number:** 188