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GIVING FORM

By filling out this form, your personal data will be processed in accordance with the Privacy Policy of the Office of University Development. To view the Privacy Policy, visit http://www.ateneo.edu/udpo/ADMU-Privacy-Policies/Donors.

For clarifications or questions regarding the policy, you may call the Office of University Development,

telephone (632) 426-6001 ext 4092, or email us at development@ateneo.edu.

Please check your preference:

☐ I give the University permission to keep and use my personal information for internal donation processing and communication purposes. The University may also disclose my information to other parties who may have a legitimate interest in such data, subject to the school’s applicable access restriction policy.

☐ I prefer my gift to be unpublished. The University may keep my personal information for internal processing and to communicate with me, but should not disclose it to other parties.

☐ I wish to remain anonymous. I am not allowing the University to collect, store, or use my personal data for any purpose. I therefore understand that an Official Receipt for my donation will be issued to the name “Anonymous”, and that I will not be able to request for a Certificate of Donation.

**I wish to give a gift. Please direct my gift to the**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of fund

**I am donating the amount of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please indicate amount

**I will give my donation as follows**

☐By Check ☐By Cash ☐Through the Bank ☐Online

**DONOR INFORMATION**

If you wish to be anonymous, you may skip filling out this section

For Individual Donor

Prefix: ☐Mr. ☐Ms. ☐Mrs. ☐Other: \_\_\_\_\_\_\_

Name of Donor as will appear on the Official Receipt:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years graduated from the Ateneo de Manila:

 GS \_\_\_\_\_\_\_\_\_ HS \_\_\_\_\_\_\_ Coll \_\_\_\_\_\_\_

 MA \_\_\_\_\_\_\_\_\_ PhD \_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Corporate Donor

Name of Corporate Donor as will appear on the Official Receipt:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For a request for a Certificate of Donation, please provide the following information:

TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person and Position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill out this Giving Form and fax it to +632 4266081 or E-mail a scanned copy to **development@ateneo.edu**

For more information, please call the Office of University Development

Room 202 2F Xavier Hall, Ateneo de Manila University,Loyola Heights, 1108 Quezon City, Metro Manila, Philippines

Telephone **+632 4266001 ext 4085 and 4092**

***Giving in Philippine Pesos***

☐**Through a Check:**

Please write out check to **Ateneo de Manila University**

and send to the Ateneo de Manila University,

Office of University Development, Rm 202 Xavier Hall

☐**Through the bank:**

 *Account name:* **Ateneo de Manila University, Inc.**

*Please check one*

☐Banco de Oro deposit to S/A 00357-0227515

☐BPI deposit to C/A 3083-6478-16

 Or through BPI Express Assist (BEA) Machine

 Bills Payment:

 a. In the Transaction Selection screen, choose “Bills Payment”

 b. In the Merchant Selection screen, choose “Other Merchants”

 Enter Reference number: 012078049

 c. Choose the Type of Transaction (Cash or Check)

 d. Enter amount then tap NEXT

 f. Screen will display Reference Number and Amount.

 If Correct, then Tap NEXT

 g. Retrieve the queuing number slip from the machine and wait

 for your number to be called by the teller.

☐Metrobank Account

 Fill out a Payment Slip in two copies

|  |  |
| --- | --- |
| a. Company name: | **Ateneo de Manila University** |
| b. Subscriber: | Name the donor wishes to appear on the Ateneo OR |
| c. Reference No: | None |
| d. Subscriber No: | 012 |
| e. Mode of payment: | Cash, check, or Debit Account |
| f. Amount of payment: | Php Amount of donation |

☐**Online** through the Ateneo website using a credit card:

Visit **www.ateneo.edu/giving** and kindly indicate in the **GIVE MORE DETAILS** section the fund you wish your donation to be credited to.

***Giving in United States Dollars***

☐**Online** through the Philippine Jesuit Foundation (PJF)\* website using a credit card:

From the U.S.A. and anywhere in the world, you may send a contribution to the Ateneo through the Philippine Jesuit Foundation (PJF). To start the donation process, go to **https://www.phjesuits.org/pjf/share.php** or to

**www.phjesuits.org** and click on **GIVE ONLINE** on the left side of the home page. Click on **IF IN THE UNITED STATES, DONATE BY CLICKING HERE**. Click on **Ateneo de Manila University** and scroll down to fill out the donor information. In the **Comments** box, write: Donation for <name of fund>.

☐**Through a check**

Please write out check to Philippine Jesuit Foundation\* and on the memo line write: Donation for <name of fund or project> and mail with your postal and email addresses to:

Ms Fern L Robles

Executive Director,

Philippine Jesuit Foundation Inc

PO Box 312, New York, NY 10028, USA

pjf@phjesuits.org

Important: For gifts through the bank, send us a copy of your deposit slip and the front page of this form

via fax to +632 4266081 or e-mail it to development@ateneo.edu to enable us to properly acknowledge and direct your gift to your intended project/fund.

For each donation in foreign currency through the bank, the Ateneo will issue an Official Receipt in Philippine Pesos

***Giving in United States Dollars***

***or Hong Kong Dollars***

☐**Online** through the United Board for Christian Higher

 Education in Asia\* using my credit card:

For donations of US$ 5,000 and more from the U.S.A. or Hong Kong, you may send a contribution to the Ateneo through the United Board for Christian Higher Education in Asia. To start the donation process, go to: **https://donatenow.networkforgood.org/unitedboard** Scroll down. In the **Institution** field, choose the

**Ateneo de Manila University** and in the **Other** field, type “Donation for the <name of fund or project>”.

☐**Through a Check:**

Please make the check (in HKD or USD) payable to United Board for Christian Higher Education in Asia with the memo indicating the approved project, purpose, and your institution’s name (Example: $1,000 for student scholarships at Institution Name). Please send your gift check to the office from which the donor would require a charitable tax receipt from one of the following office locations:

The United Board for Christian Higher Education in Asia

475 Riverside Drive, Suite 1221

New York, NY 10115

*Or*

United Board for Christian Higher Education in Asia

1/F, Chung Chi College Administration Building

The Chinese University of Hong Kong

Shatin, New Territories, Hong Kong

 \**Receipts and tax certification in US$ (for the PJF and the United Board) or HK$ (for the United Board) will be issued to the donor. The Philippine Jesuit Foundation Inc and the United Board for Christian Higher Education are tax-exempt, charitable 501(c) (3) organizations in the United States. All contributions are tax-deductible to the full extent allowed by United States law. The United Board is also a registered charity in Hong Kong, and gifts made to the United Board, Hong Kong office, are tax deductible.*

***Other Bank accounts***

☐**Through the Bank**

|  |  |
| --- | --- |
| ☐ Bank Name: | **Bank of the Philippine Islands** Katipunan Ave, Loyola Heights 1108 Quezon City, Metro Manila Philippines |
| Account Name: | **Ateneo de Manila University, Inc.** |
| Euro S/A No:US$ S/A No: | 3084-0602-073084-0002-04 |
| Swift Code: | BOPIPHMM |
| Branch Code: | BR00308 |
|  |  |
| ☐ Bank Name: | **China Bank Corporation** |
| Account Name: | **Ateneo de Manila University, Inc.** |
| US$ S/A No: | 101-732651-4(for DReaM Team only) |
| US$ S/A No: | 101-731121-5(for all other projects) |
| Swift Code: | CHBKPHMM |
| ☐ Bank Name: | **Citibank** |
| Account Name: | **Ateneo de Manila University, Inc** |
| US$ C/A No: | 0012-1325-19 |
| Swift Code:ABA No.: | CITIPHMX021000089 |