



# ATENEO DE MANILA UNIVERSITY

## 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](mailto: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I prefer my gift to be unpublished.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

Please check one  **By Check**  
 **By Cash**  
 **Through the Bank**  
 **Online**

Please check one  **One Time**  
 **Recurring for \_\_\_\_ times**  
 **Quarterly**  
 **Semi-Annually**  
 **Yearly**

### 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 University  
 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 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](mailto: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

### Bank of the Philippine Islands

- through BPI Express Assist (BEA) Machine
1. In the Transaction Selection screen, choose "Bills Payment."
  2. In the Merchant Selection screen, choose "Other Merchants."
  3. Enter the Reference number: 012078049
  4. Choose the Type of Transaction (Cash or Check)
  5. Enter the donation amount, then tap NEXT.
  6. Screen will display Reference Number and Amount. If correct, tap NEXT.
  7. Retrieve your queue number slip from the machine and wait for your number to be called by the teller or shown on the TV monitor.
  8. Give the teller the Merchant Name:  
**Ateneo Miscellaneous Units (AMISCU)**
  9. Keep your copy of the Deposit/Payment/Bills Purchase Form.

### Metrobank

Fill out a Payment Slip in two copies

- |                       |   |
|-----------------------|---|
| 1. Company Name       | <b>Ateneo de Manila University</b>                    |
| 2. Subscriber         | Name the donor wishes to appear on the Ateneo receipt |
| 3. Reference No.      | None  |
| 4. Subscriber No.     | 012078049   |
| 5. Mode of Payment:   | Cash, Check, or Debit Account                         |
| 6. Amount of Payment: | Php Amount of Donation                                |

### Online through the Ateneo website using a credit card:

Visit [www.ateneo.edu/giving](http://www.ateneo.edu/giving) and indicate in the **GIVE MORE DETAILS** section the fund you wish your donation be credited to.

## Giving in United States Dollars

### Online through the Philippine Jesuit Foundation (PJF) website using a credit card

From the USA 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](http://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](mailto:pjf@phjesuits.org)

## Giving in United States Dollars or Hong Kong Dollars

### Online through the United Board for Christian Higher Education in Asia\* using my credit card:

Donations of US\$ 5,000 and more from the USA or Hong Kong may be sent 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 USD or HKD) payable to United Board for Christian Higher Education in Asia with the memo indicating the approved project, purpose, and your institution's name (Example: USD1,000 for student scholarships at Institution Name). Please send your gift check to the office from which you would require a charitable tax receipt from, either:

United Board for Christian Higher Education in Asia  
475 Riverside Drive, Suite 1221  
New York, NY 10115, USA

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\$ (from the PJF and the United Board) or HK\$ (from 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. Gifts made to the United Board, Hong Kong office, are tax deductible.*

## Other Bank accounts

### Through the Bank

Please check one

<input type="checkbox"/> Bank Name	<b>Bank of the Philippine Islands</b>
	Katipunan Ave, Loyola Heights 1108 Quezon City, Metro Manila, Philippines
Account Name	<b>Ateneo de Manila University, Inc.</b>
Euro S/A No.	3084-0602-07
US\$ S/A No.	3084-0002-04
Swift Code	BOIPHMM
Branch Code	BR00308
<input type="checkbox"/> Bank Name	<b>China Banking Corporation</b>
Account Name	<b>Ateneo de Manila University, Inc.</b>
US\$ S/A No.	101-732651-4 (for DReaM Team only)
US\$ S/A No.	101-731121-5 (for all other projects)
Swift Code	CHBKPMM
<input type="checkbox"/> Bank Name	<b>Citibank</b>
Account Name	<b>Ateneo de Manila University, Inc</b>
US\$ C/A No.	0012-1325-19
Swift Code	CITIPHMX
ABA No.	021000089

**Important:** For gifts through the bank, send us a copy of your validated deposit slip and the front page of this Giving Form via fax to +632 4266081 or e-mail to [development@ateneo.edu](mailto: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.