



# 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 8426-6001 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- I prefer my gift to be unpublished.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 applicable choices  **One Time**

**Recurring for \_\_\_\_ times**

**Monthly**

**Quarterly**

**Semi-Annually**

**Yearly**

## DONOR INFORMATION

### For Individual Donor

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

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 84266081 or scan and e-mail 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 84266001 ext 4092 and 4085**

## GIVING CHANNELS

### 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.**

#### Bank of the Philippine Islands

- through the 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. Get 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, Inc.</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 <https://giving.ateneo.edu> and indicate in the **GIVE MORE DETAILS** section the fund you wish your donation be credited to.

*Donors whose donations are given directly to the Ateneo de Manila University shall be issued an Official Receipt and a Certificate of Donation (upon request) in Philippine currency for the full gift amount. The Ateneo is duly accredited by the Philippine Council for NGO Certification (PCNC) as a donee institution. Donations received by the Ateneo shall entitle donors to full deduction and exemption from donor's tax.*

### Giving in United States Dollars

**Through Zelle.** Check your online banking app if it has the Zelle facility.

Zelle provides our donors a channel to give without having to pay a bank charge. When prompted to provide an email for the beneficiary, please input [pjf@phjesuits.org](mailto:pjf@phjesuits.org). When donating through Zelle, please indicate your beneficiary, which is PJF for ADMU and your email address for acknowledgement.

#### Online through the PJF website giving page

<https://www.phjesuits.org/pjf/share.php>

When donating through the PJF giving page, please click on **Ateneo de Manila University** as the beneficiary and indicate in the comments box the fund you would want us to direct your donation to.

For each donation received, the Philippine Jesuit Foundation (PJF) will email the donor an Acknowledgement Letter stating the amount of the donation received in US dollars. This serves as certification for US tax credits. PJF is a duly registered and qualified charitable organization in the USA. Donations to the PJF are deductible gifts under the US Tax Code Section 501 (c)(3). The PJF's Tax I.D. Number is: 42-1588-688. For more information, visit [www.phjesuits.org](http://www.phjesuits.org).

**Important:** For gifts through the bank, send the Ateneo a copy of your validated deposit slip and the front page of this Giving Form via fax to +632 84266081 or scan and e-mail to [development@ateneo.edu](mailto:development@ateneo.edu) to enable the Ateneo to properly acknowledge your gift and direct it to your intended project or fund.

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

Donations to the PJF are remitted to the Ateneo de Manila University net of PJF 7% service fee. The Ateneo will cover the 7% service fee only for donations for scholarships and Professorial Chair awards.

### 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 **Ateneo de Manila University**. 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 name, 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 donors. The Philippine Jesuit Foundation Inc and the United Board for Christian Higher Education in Asia 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

Bank Name	<b>Bank of the Philippine Islands</b>
Account Name	Katipunan Ave, Loyola Heights, 1108 Quezon City, Metro Manila, Philippines <b>Ateneo de Manila University, Inc.</b>
Euro S/A No.	3084-0602-07
US\$ S/A No.	3084-0002-04
Swift Code	BOPIPHMM
Branch Code	BR00308

  

Bank Name	<b>China Banking Corporation</b>
Account Name	<b>Ateneo de Manila University, Inc.</b>
US\$ S/A No.	101-731121-5
Swift Code	CHBKPHMM