



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.

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- I prefer my gift to be unpublished.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** Please check applicable choices **One Time**
 By Cash **Recurring for ____ times**
 Through the Bank **Quarterly**
 Online **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

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 | Ateneo de Manila University, Inc. |
| 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

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 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, type "Donation for < name of fund or project >".

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

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

<input type="checkbox"/> 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.	3084-0602-07
US\$ S/A No.	3084-0002-04
Swift Code	BOPIPHMM
Branch Code	BR00308

<input type="checkbox"/> Bank Name	China Banking 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

<input type="checkbox"/> Bank Name	Citibank
Account Name	Ateneo de Manila University, Inc
US\$ C/A No.	0012-1325-19
Swift Code	CITIPHMX
ABA No.	021000089

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

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.