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” and accomplish the required information/details;
   A. Company Name:  
   B. Subscriber Name: Name of paying CLIENT 
       (The name that will appear in the Official Receipt)
   C. Reference No.: NE1 / NE2 / NE3 / NE4 / NE5 (choose 1) 
       (Please provide purpose of payment, up to 20 Characters only)
   D. Subscriber No.: 188-078-005 
       (Please provide a 9-digit ADMU GL Account Number)
   E. Mode of Payment: Cash / Check / Debit account
   F. Amount of payment: PhPxxx.xx

   NOTE: Slips are to be accomplished in duplicate copies.
   1st copy- Bank copy
   2nd 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. Present the validated copy of payment slip as you claim the 
   Official Receipt from Ateneo de Manila University authorized 
   representative or cashier.