
PAYMENT SLIP

Payment For : (Only fill-out separate slip for each mode of payment)

| | | |
|--|---|------------------------------|
| <input type="checkbox"/> PESO BILLING | <input type="checkbox"/> DOLLAR BILLING | DATE |
| FORMER NAME / NAME / NAME / SUFFIX | | |
| SUBSCRIBER / CARDHOLDER'S / ACCOUNT NAME | | REFERENCE NO / CHECK NO. |
| SUBSCRIBER NO / CARD NO / SAP CUSTOMER NO / LOAN ACCOUNT NO / DEALER NO. | | TELEPHONE NO / OTHER DETAILS |
| <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT ACCOUNT: _____ Authorization to Debit | | |
| _____ ACCOUNT HOLDER'S SIGNATURE | | |
| AMOUNT (In figures): | | |
| | | |

THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED

MB-I-M-213 / Rev. Oct. '17

| CASH DENOMINATION BREAKDOWN | | |
|---|-----------|--------|
| DENOMINATION | PIECES | AMOUNT |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL CASH PAYMENT | | |
| PLEASE LIST EACH CHECK AND ENDORSE PROPERLY | | |
| BANK BRANCH | CHECK NO. | AMOUNT |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL CHECK PAYMENT | | |
| PAYMENT IS SUBJECT TO THE TERMS AND CONDITIONS COVERING THIS AC | | |

Client's Conforme

BILLS PAYMENT PROCEDURE FOR
OVER THE COUNTER PAYMENT (Client Module)

ADAMSON UNIVERSITY

1. Go to the nearest / most convenient Metropolitan Bank and Trust Co.(MBTC) Branch.
2. Get a copy of Metrobank's "Payment Slip" (please refer to SAMPLE copy) and accomplish the required information/details:
 - A. **Company Name: ADAMSON UNIVERSITY**
 - B. **Subscriber Name: STUDENT NAME**
 - C. **Reference No: Billing Number (OPTIONAL)**
 - D. **Subscriber No: STUDENT ID NUMBER**
 - E. **Telephone No/ Other details: MOBILE NUMBER**
 - F. **Mode of Payment: *Cash/Check/Debit Account***
 - G. **Amount of Payment:**
 - (In Figures) PhpXXX.XX
 - (In Words) One Hundred Pesos
 - H. **Payment details (Cash or Check Payment Breakdown)**

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 "**ADAMSON UNIVERSITY**"s 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 and presented to the Bank teller.

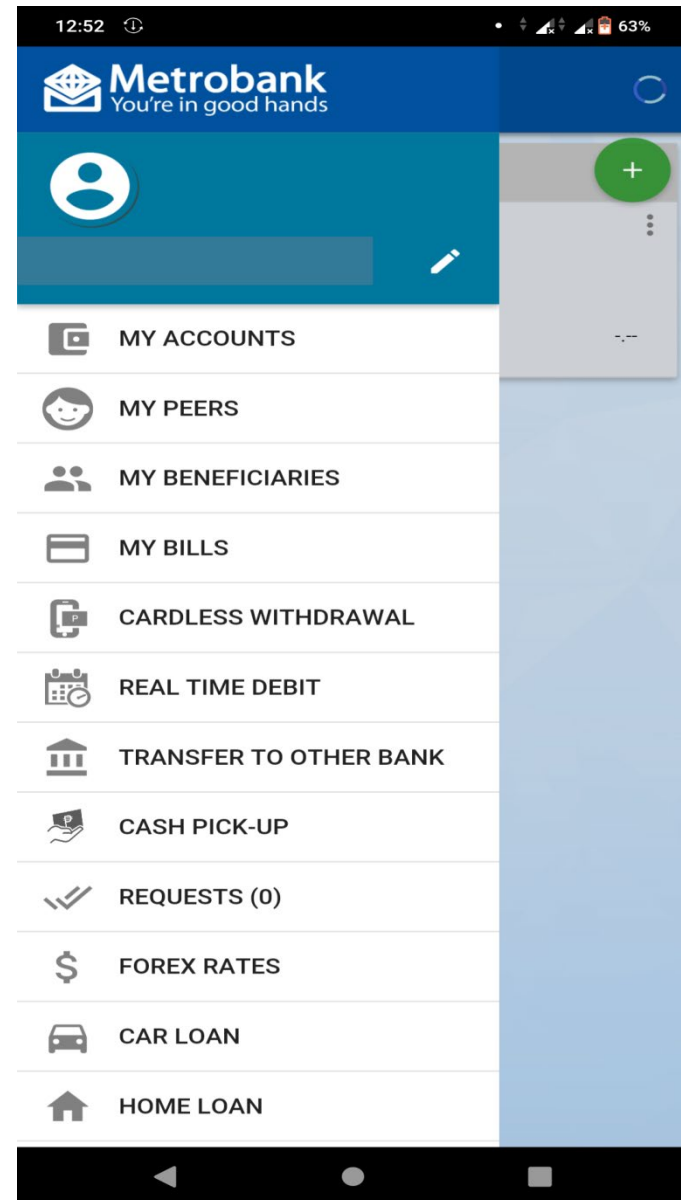
Client's Conforme

Via MetrobankDirect:

- Go to your Metrobank branch of account and enroll in **MetrobankDirect**.
- Login to <https://www.metrobankdirect.com> and select **Pay Bills**.
- Under **“Special Bill”**, choose **“ADAMSON UNIVERSITY”** from the dropdown list of billers.
- Enter your STUDENT ID NUMBER under **Subscriber/Members No.**
- Enter your **Phone Number**
- Choose **Account Number** where the payment will be sourced from.
- Enter the **amount** you wish to pay.
- Select **“Immediate Payment”** (account is immediately deducted upon approval) or **“Future Dated”** and click **“Continue”** button.
- Click **“Confirm”** button for the system to process your payment.
- View or print **Transaction Acknowledgment Receipt** as proof of payment.

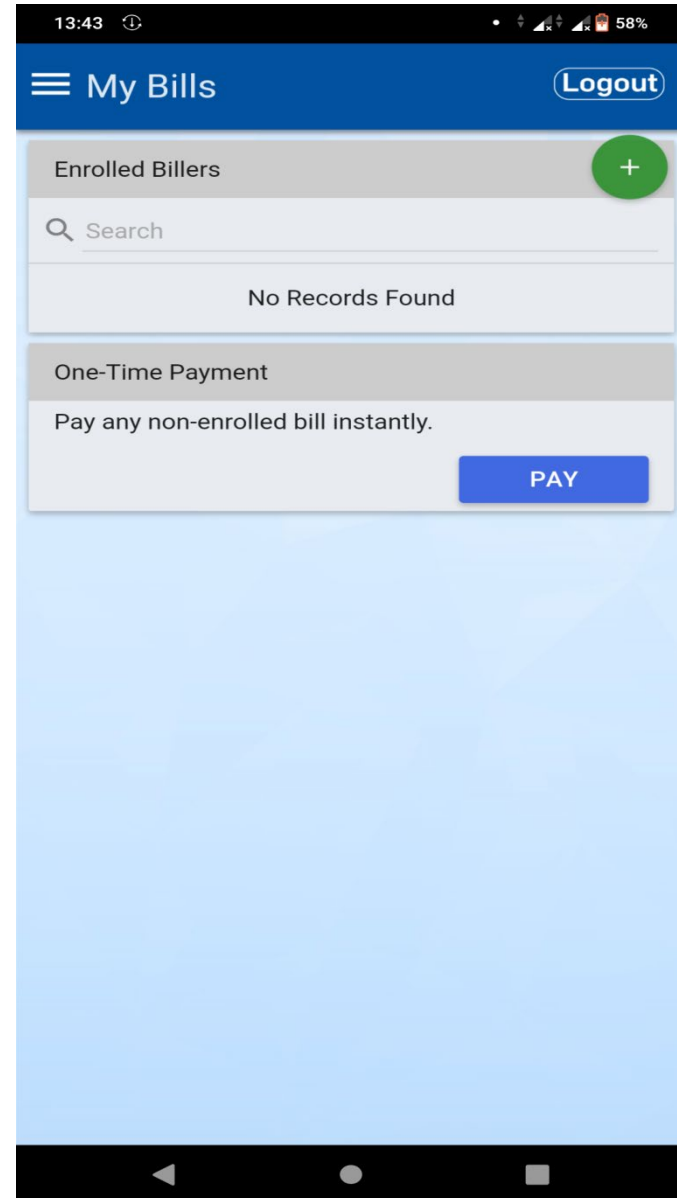
Via Metrobank Mobile App

1. **Login to Metrobank's Mobile App**
2. **Press upper left home icon then press "My Bills"**
3. Press the green plus (+) icon to enroll Adamson University as a biller
4. Type in "Adamson University" then press the right arrow button to continue
5. Type in the following:
 - Student ID Number for Subscriber Number
 - Mobile Number for Telephone Number
6. Go back to "My Bills", press Adamson University, press "Pay", then choose the account you will use for the payment
7. Enter the amount you wish to pay to Adamson University then press "Next"
8. Keep on pressing "Submit" until you reach the "Payment Successful" screen



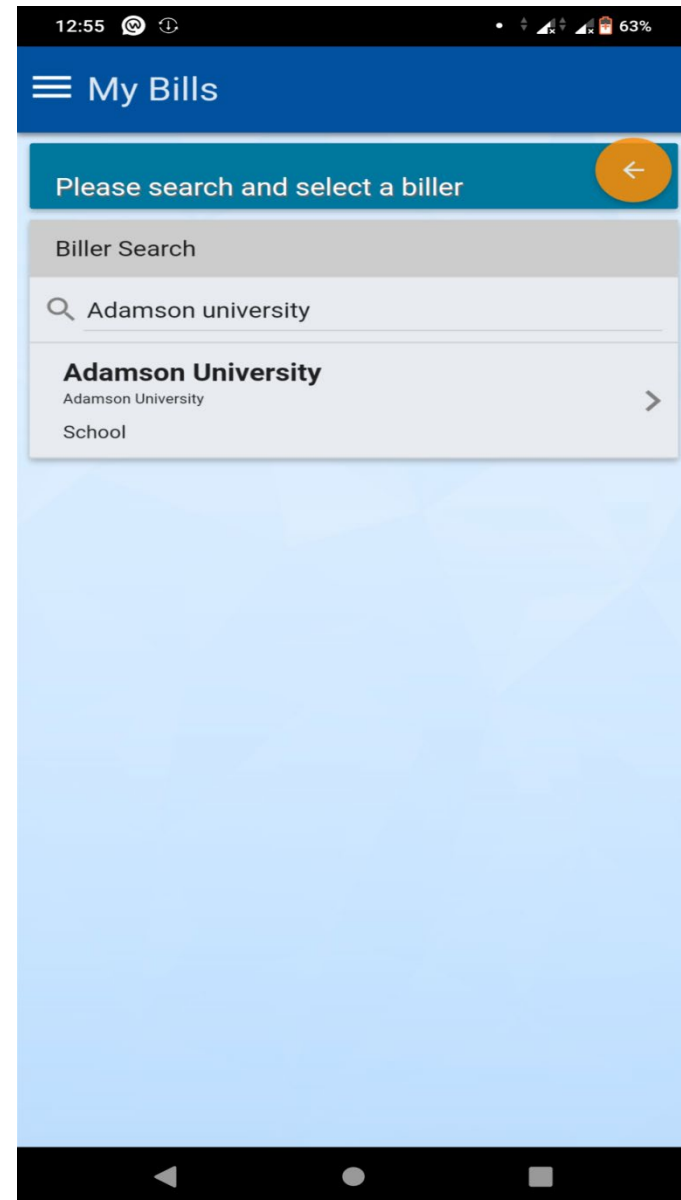
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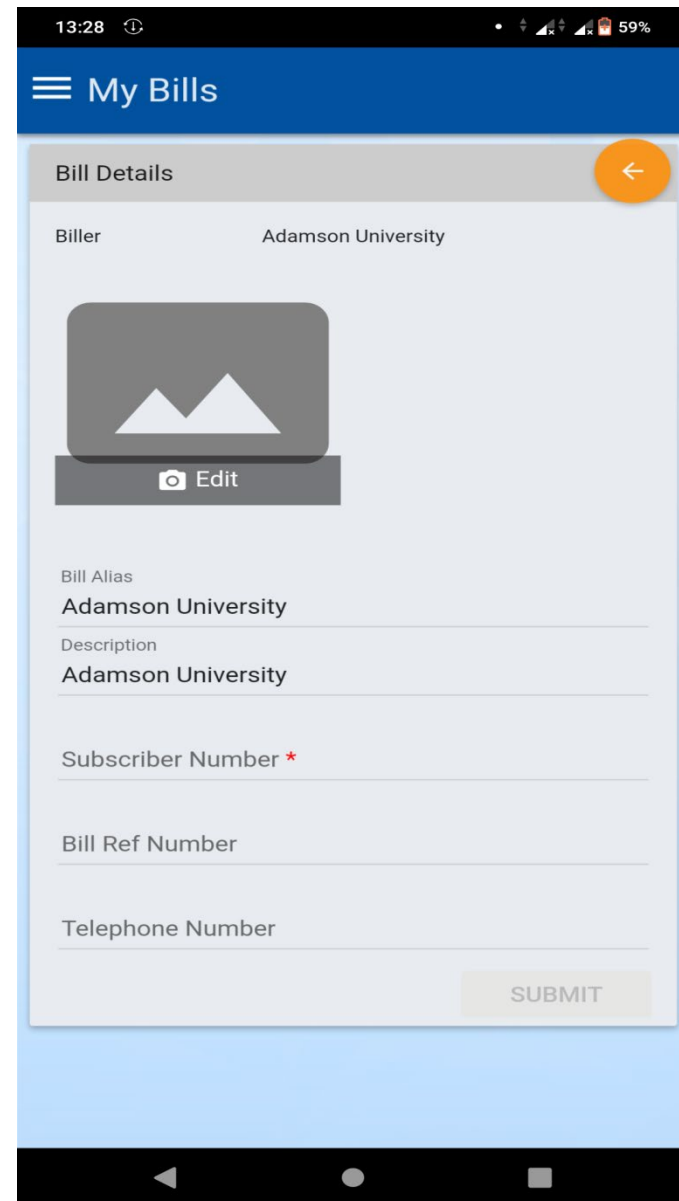
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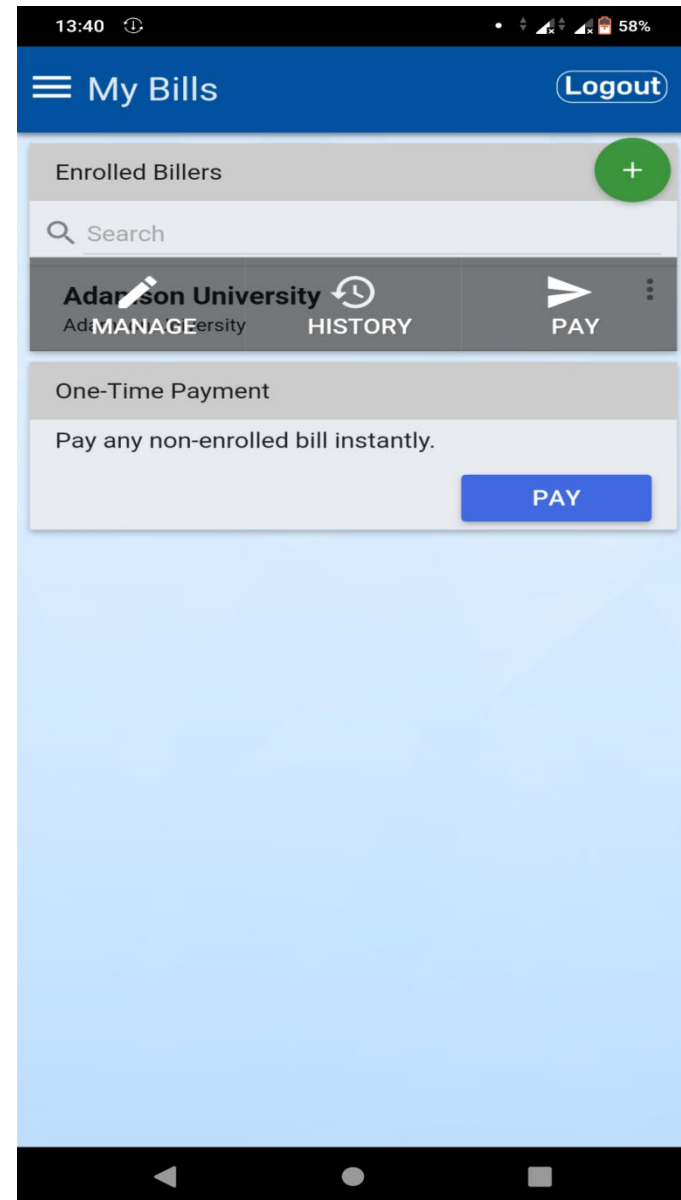
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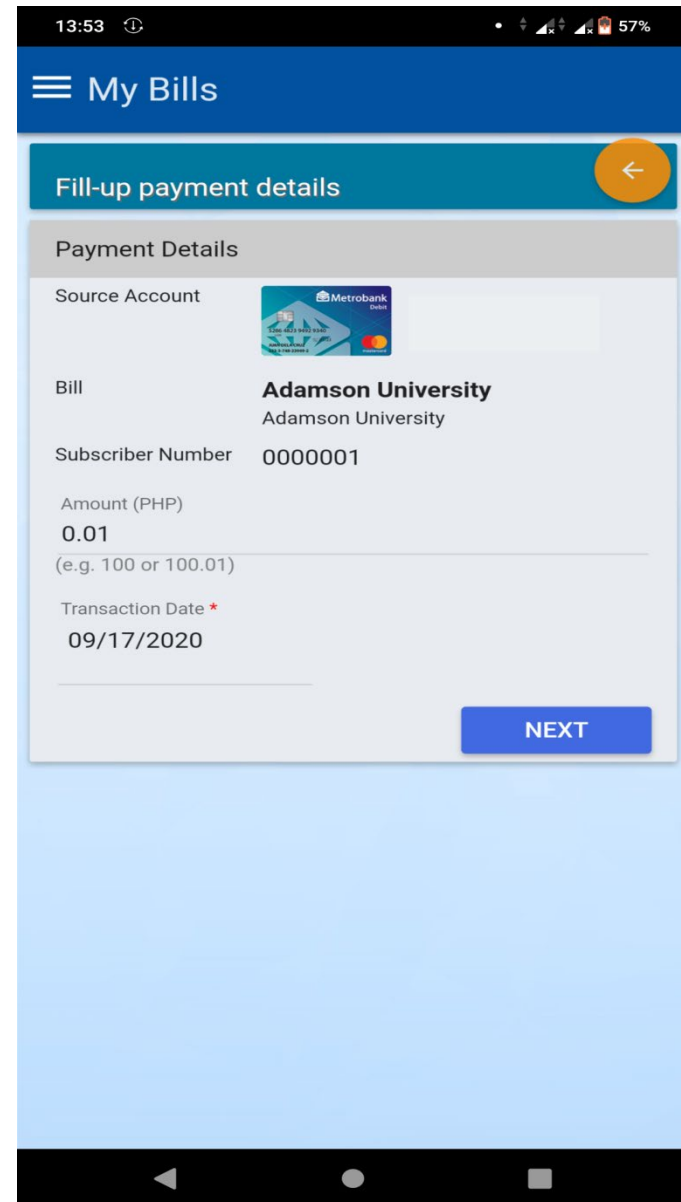
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The screenshot shows the 'My Bills' section of the Metrobank mobile app. At the top, there is a blue header with a hamburger menu icon and the text 'My Bills'. Below this is a teal bar with the text 'Fill-up payment details' and a back arrow icon. The main content area is titled 'Payment Details' and contains the following information:

| | |
|--------------------|---|
| Source Account |  |
| Bill | Adamson University Adamson University |
| Subscriber Number | 0000001 |
| Amount (PHP) | 0.01 (e.g. 100 or 100.01) |
| Transaction Date * | 09/17/2020 |

At the bottom right of the form, there is a blue button labeled 'NEXT'.

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