

Philippines Dues (SAR) Payment Guidelines:

Please use the same guidelines for Rotaract (RAC) Organization Fees, Club Charter Fees, Reinstatement Fees, Return of Funds in Excess of DG Allocation and Royalty Fees

Clubs can now pay their dues, etc by depositing funds to **Bank of the Philippine Islands (BPI)**

On the **BPI** Deposit/Payment Slip fill in the following items with the corresponding details:

Please ensure that **ONLY** Semi-Annual Dues, Charter, Reinstatement, Organization and Royalty fees or Return of Funds in Excess of DG Allocation are deposited to this account. Donations and Contributions **SHOULD NOT** be deposited here.

The image shows a BPI Deposit/Payment Slip form. The top section is for the 'BANKS COPY' and includes fields for 'PLEASE CHECK THE APPROPRIATE BOXES', 'DATE', 'DEPOSIT' or 'PAYMENT', 'CURRENCY' (Peso, US Dollar, Others), 'SAVINGS' or 'CURRENT', and 'ACCT NUMBER'. Below this is a section for 'DEPOSITORS / MERCHANT'S NAME', '(FOR PAYMENTS ONLY) POLICY / PLAN / REFERENCE NO.', and 'POLICY / PLANHOLDER'S NAME'. The bottom section is for the 'CLIENTS COPY' and includes a table for 'AMOUNT' with columns for 'CASH', 'CHECK(S)', and 'TOTAL DEPOSITS / PAYMENT'. A large watermark 'SAR PAYMENTS ONLY' is overlaid on the form.

0011-1828-01 for Peso

0014-2171-34 For USD

ROTARY INTERNATIONAL

Club Number/Club Name (e.g. Manila, 16985)

"SAR XXXXX", "Charter Fee", "Organization Fee", "RST Fee", "Royalty Fee" or "Return of Funds"

Step 1: Deposit Cash or Check/Demand Draft/Manager's Check Payment. **DO NOT use provincial checks.**

Step 2: Scan the Deposit Slip and email to Rachel Hernandez at Rachel.Hernandez@rotary.org or Marissa Pili at Marissa.Pili@rotary.org

Step 3: Send Original Deposit Slips, Semi Annual Report forms, Membership lists and new member forms to Phil. Consulting Center, Inc. (PCCI) at their office address at:

**2nd Deck Penthouse
Salamin Building
No. 197 Salcedo Street Legaspi Village
Makati City 1229 Philippines**

Always retain a copy of these originals for your own records.

Payment Guidelines for Contributions:

For Annual Programs Fund, Polio Plus, Matching Grants (Please indicate MG#), Return of Project Funds

Clubs can donate or return unused funds by depositing funds to **BANK OF THE PHILIPPINE ISLANDS (BPI)**:

On the **BPI** Payment/Deposit slip fill in the following items with the corresponding details:

Please follow the guidelines outlined below so that your contributions will be processed properly and your donor status and history will be updated.

DEPOSIT / PAYMENT SLIP
BANK'S COPY

PLEASE CHECK THE APPROPRIATE BOXES: ☐ DEPOSIT ☐ PAYMENT ☐ SAVINGS ☐ CURRENT

CURRENCY: ☐ PESO ☐ US DOLLAR ☐ OTHERS

DATE: _____

ACCT NUMBER: _____

DEPOSITOR'S / MERCHANT'S NAME: _____

(FOR PAYMENTS ONLY)
POLICY / PLAN / REFERENCE NO.: _____

POLICY / PLANHOLDER'S NAME: _____

THIS DEPOSIT/PAYMENT IS SUBJECT TO THE TERMS AND CONDITIONS COVERING THIS ACCOUNT.

TYPE OF DEPOSIT/PAYMENT: _____

(PLEASE USE SEPARATE SLIP FOR EACH TYPE OF CURRENCY)

AMOUNT	
CASH	_____
CHECK(S) (USE BACK FOR DETAIL)	_____
TOTAL DEPOSITS / PAYMENT	_____

TELLER'S VALIDATION (THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED)

DEPOSIT / PAYMENT SLIP
CLIENT'S COPY

TELLER'S VALIDATION (THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED)

0011-1829-09 for Peso
0014-2171-42 for USD

THE ROTARY FOUNDATION

DONOR No. or Club No. and DONOR NAME OR Club No. and Club Name (e.g. 1234567 Juan dela Cruz or 16895 Manila)

APF SHARE/POLIO/MG #/RTN FUNDS

Step 1: Deposit Cash or Check/Demand Draft/Manager's Check Payment. **DO NOT use provincial checks.**

Step 2: Scan the Deposit Slip and email to Rachel Hernandez at Rachel.Hernandez@rotary.org or Marissa Pili at Marissa.Pili@rotary.org

Step 3: Send Original Deposit Slips, TRF Contribution Forms or Multiple Donor Forms to Phil. Consulting Center, Inc. (PCCI) at their office address at:

**2nd Deck Penthouse
Salamin Building
No. 197 Salcedo Street Legaspi Village
Makati City 1229 Philippines**

Always retain a copy of these originals for your own records.

CONTRIBUTIONS ONLY

ALTERNATIVE PAYMENT OPTIONS

Alternative payment methods are available for **BPI account holders** only. SAR payments and contributions can now be made through BPI Express Online, Express Phone and Automated Teller Machines (ATMs).

Below is a step-by-step guideline on these payment methods:

BPI Express Online

Step 1: Enrollment of Merchant

- Go to www.bpiexpressonline.com, then log-in to your BPI Express Online account
- Under Payments & Reloading tab, select Bills Payment then Enroll All Other Bills



- Select *Rotary International* or *Rotary Foundation* under Company Name and enter your reference number (for Dues Payments, please use the club number or the SAR number; for contributions, please use your Donor ID), then click the Submit button
- Enrollment will take effect real time and payments/contributions can be made immediately
- Enrollment is required only on the first payment/contribution; proceed directly to step 2 on succeeding payments

Step 2: Payment

- While you are still logged in to your BPI Express Online account, go to Payments & Reloading tab and select Pay Bills Today
- Choose *Rotary International* or *Rotary Foundation* from the list of merchants enrolled in your account
- Enter the amount you wish to pay/donate
- Review the payment details before clicking the Submit button
- Please wait for the payment confirmation page to appear. You may also view your transactions for the day to verify if the transaction was completed
- Payments are deducted from customer's account real time

BPI Express Phone BILLS PAYMENT

(As with Express Online, a one-time enrollment for payment to Rotary International and Rotary Foundation should be made through Express Online, Branches or the BPI hotline 89100 before payment can be made through any method. Once done, the two company names will be listed as payees on your account.)

The ATM card should be enrolled with the Express Phone Service to be able to do this and to acquire a Telephone Identification Number (TIN).

- Step 1: Call 89100. Press 1 for Express Teller Menu
 - Step 2: Enter 11 digit access number, this refers to the last 10-digits of your ATM card number + joint account indicator (this is the 2-digit no. located at the lower right hand corner of your ATM card right across your name)
 - Step 3: Enter the 4 digit Telephone Identification Number (TIN)
 - Step 4: Press 3 for Bills Payment
 - Step 5: Select from your list the merchant you want to pay (assumes pre-enrollment)
 - Step 6: Key-in the amount you want to pay/donate
- The System will give you an Acknowledgement Number as proof of payment

Automated Teller Machines (ATMs)

Please look for the Bills Payment function and follow the instructions provided. You will be prompted to enter an amount that you want to pay/donate. A paper receipt will be issued upon completion of the transaction.

Once these payments are posted in our accounts, we will be updating your club or donor accounts accordingly. Please retain copies of the online/ATM receipt or note down the Acknowledgement number provided after an Express Phone Transaction as proof of payment. Once paid, please send copies of these together with the SAR Report Forms, Membership lists, TRF contribution forms etc to:

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