

Date: \_\_\_\_\_

### Request for Statement/Certification and Authorization to Debit

This is to request for the following statement/s and certification/s for my \_\_\_\_housing \_\_\_\_auto loan account under **Loan Account Number (LAN)** \_\_\_\_\_ for the ff. **purpose:** \_\_\_\_\_

<input type="checkbox"/> <b>Statement of Account to Fully Pay</b> <i>Computation of the amount needed to be paid to settle loan in full</i>	P 200	1-2 days
<input type="checkbox"/> <b>Certificate of Full Payment</b> <i>Certification that loan has already been fully paid and closed</i>	P 200	1-2 days
<input type="checkbox"/> <b>Certificate of Balance</b> <i>Certification of loan details, including due date, loan term and collateral description</i>	P 200	1-2 days
<input type="checkbox"/> <b>History of Payment</b> <i>Statement indicating all previous loan payments and application to principal</i>	P 200	1-2 days
<input type="checkbox"/> <b>Amortization Schedule</b> <i>Statement indicating future amortizations due and application to interest and principal</i>	P 200	1-2 days
<input type="checkbox"/> <b>OR/ CR Certification</b> <i>Certification of original Official Receipt and Certificate of Registration in the Bank's custody (auto loans only)</i>	P 200	2-3 days
<input type="checkbox"/> <b>Certified True Copy of TCT/CCT</b> <i>Certified true copy of the original title in the Bank's custody (housing loans only)</i>	P 200	2-3 days
<input type="checkbox"/> <b>Certified True Copy of Loan Documents</b> <i>Certified true copy of any loan-related documents including mortgage loan agreement, etc.</i>	P 200	2-3 days
<input type="checkbox"/> <b>Certificate of Interest Paid</b> <i>Certification indicating interest paid and outstanding principal balance for a specific period, used for BIR reporting purposes. Please specify required period _____</i>	P 200	2-3 days
<input type="checkbox"/> <b>History of Application of Payment</b> <i>Detailed statement indicating all previous payments and application to interest, principal and other fees</i>	P 200	4-5 days
<input type="checkbox"/> <b>Others, please specify</b> _____		

#### Preferred Mode of Delivery:

<input type="checkbox"/> <b>For pick-up at</b> _____	Free
<input type="checkbox"/> <b>Send to my e-mail address</b> E-mail address _____	Free
<input type="checkbox"/> <b>Deliver to the nearest BPI branch</b> Preferred BPI branch _____	P100
<input type="checkbox"/> <b>Deliver to my mailing address</b> Mailing address _____	P100

**This is also to authorize the Bank to debit the corresponding processing fee and delivery fee from:**

- ☐ my enrolled ADA account  
☐ BPI Savings / Current Account # \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name)  
**Borrower/Authorized Representative**

Contact Number/s: \_\_\_\_\_

*Note: Attach copy of valid ID*

<b>For bank's use:</b> Signature verified by: _____ (Signature over Printed Name)
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