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*Note: Please do not accept this letter if presented with erasures*

Date:

To: **Branch Service Manager**

Re: **Introduction Letter - Payroll Account**

Kindly assist our new Unibanker, whose name appears in the box above, in opening a payroll account at your branch.

<b>Bank:</b> ✓ <b>BPI only</b>	<b>Account Type:</b> ✓ <b>ATM Savings</b>
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Please follow the guidelines below:

- ✓ Require completion of the usual account opening form
- ✓ Allow only a single account (not joint)
- ✓ Require only Php 100 initial deposit and tag as "PAYROLL" account
- ✓ Retain a copy hereof including a copy of his or her valid ID for your records
- ✓ Ensure completion of required details herein

Please feel free to contact the undersigned for any concerns regarding this new employee.

Thank you for your kind assistance!

Recruitment Head  
  
**DAISY M. SUICO**  
Recruitment Officer

Welcome to BPI Unibank!

In preparation for your employment with us, we invite you to open a payroll account for us to be able to credit your payroll on time. Beyond just receiving your fortnightly pay and bonuses, your payroll account will now be your window to a whole range of BPI services—transact using BPI and Expressnet/Bancnet/Megalink ATMs nationwide, use the Express Payment System for cashless purchases at merchants, do anytime banking using the Express Online and Express Phone and Express Mobile, and use Check-Free Payments to pay your bills hassle-free!

For your payroll account opening:

- ☞ Prepare two (2) 1x1 photos and a copy of any valid ID with photo and signature (see Annex - A for the list of acceptable IDs), before going to the branch. Note: Original copy of the valid ID is required for authentication purposes.
- ☞ Bring along the following: (1) attached letter, (2) aforesaid photos, (3) original copy and photocopy of valid ID, and (4) Php 100 to your branch of choice—either nearest to your home or your place of assignment.
- ☞ Allow branch to accomplish the bottom portion of this document.
- ☞ Submit a copy of the filled out portion of the Payroll Account Opening Form to your Recruiter through email.

Again, we extend a warm welcome to the BPI Unibank!

*\* Please follow strictly to avoid delays: If the heading hereof says "BPI", please open an account at any branch labeled "BANK OF THE PHILIPPINE ISLANDS" or "BPI EXPRESS". If this says "BFB", please open at any branch labeled "BPI FAMILY SAVINGS BANK".*



To: **HR Recruitment**  
**Human Resources Group**

Please be informed of my nominated payroll account to be used for crediting my pay:

Branch of Account											
Account number					-					-	

I understand that the waiver of minimum balance on this account shall apply only for as long as it remains my payroll account as a BPI Unibanker.

  
**MIZELLE P. BALLESTA**

Newly Hired Employee's Signature over Printed Name

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BRANCH OFFICER'S SIGNATURE OVER PRINTED NAME  
& ACCOUNT CREATION DATE