

## Here is your guide in opening a payroll account in BPI:

1. Before going to BPI Mabuhay Tower branch in IT Park, Cebu. Kindly bring a copy of the endorsement letter from KYOCERA authorizing you to open a payroll account.
2. Fill out the following forms:

Form	Section	To do's
<b>BPI Agreement Form</b>	Branch Name	Input: Mabuhay Tower
	Company Name	Input: Kyocera Document Solutions Development Phils., Inc.
	Back page	Name, Signature and date today
<b>Customer Information Sheet</b>	Personal Information	Please ensure to input the details/information required on each fields with check marks or highlights.
	Contact Information	
	Fatcha Declaration	Please check I am not a U.S Person Don't forget your signature on the section for customer and the date you signed the form.
<b>BPI Signature Specimen Card</b>		You will get the BPI signature specimen card at Mabuhay Branch.  Please ensure to input the details/information required on: <ul style="list-style-type: none"><li>• Depositor 1 (name, date of birth, mother's maiden name)</li><li>• Please affix your signature in no. 1 (3 rectangle box)</li><li>• Clip or paste one photo on the upper portion of the signature specimen card.</li></ul>

3. Prepare and bring the original and one photocopy of the following:
  - One 1x1 photo
  - NBI clearance
  - At least one or two valid IDs:  
SSS ID / UMID ID / Philhealth ID / PRC ID / PhilID or National ID / Passport / Driver's License
  - If you don't have any government IDs, please get a Police Clearance along with your NBI clearance
4. Before your onboarding date, make sure that you have processed your BPI payroll account already.  
Go to BPI [G/F Mabuhay Tower, Cebu IT Park](#), from Mon – Fri 9:00 am to 2:00 pm (except holidays).

### Note:

Forms should have no erasures. If there is/are erasures, please sign on the side where the mistake is/are.  
Please don't hesitate to email me or send me a message if you have questions/clarifications/concerns.

Thank you!