



# Bureau of Jail Management and Penology

## Savings and Loan Association, Inc.

G/F BJMP Building, BJMP NHQ Compound, 144 Mindanao Avenue,  
Barangay Bahay Toro, Project 8, Quezon City

### Automatic Deduction (ATD) Request Form

Region: \_\_\_\_\_

**The Chief of Office  
Finance Service, BJMP**

I, \_\_\_\_\_, a member of the BJMPSLAI presently assigned at \_\_\_\_\_, do hereby execute this authority to undertake the following:

authorize the BJMP Finance Service to deduct from my payroll the amount of One Thousand Five Hundred Pesos (₱1,500.00) Philippine currency, beginning \_\_\_\_\_, 20\_\_\_\_ as my Capital Contribution to be credited to my account no. \_\_\_\_\_ representing my initial deposit and payment of entrance and membership fee.

authorize the Finance Service to deduct from my payroll account the amount of ₱ \_\_\_\_\_ every month beginning \_\_\_\_\_, 20\_\_\_\_ as my,

Capital Contribution with account no. \_\_\_\_\_

Premium Savings with account no. \_\_\_\_\_

Stop my  Capital Contribution  Premium Savings deduction of ₱ \_\_\_\_\_

Adjust my monthly  Capital Contribution  Premium Savings deduction from ₱ \_\_\_\_\_ to ₱ \_\_\_\_\_.

I sign this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF CLIENT OVER PRINTED NAME  
Unit/Office Assignment: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF BJMPSLAI REPRESENTATIVE  
Printed Name: \_\_\_\_\_

**DO NOT HONOR WITHOUT THE SIGNATURE OF THE BJMPSLAI  
REPRESENTATIVE**