

**APPLICATION OF PARTIAL PAYMENT TO PRINCIPAL  
REQUEST FORM**

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

**BANK OF THE PHILIPPINE ISLANDS**

Customer Care and Services Department  
Loan Services and Recovery Division  
Paseo de Roxas corner Dela Rosa Street  
Makati City

Subject: Loan Account Number \_\_\_\_\_

May I request your company to apply my lumpsum payment of P\_\_\_\_\_

including monthly amortization  excluding monthly amortization as it will be settled separately against principal and any amount that may be due.

*\* Effective May 06, 2023, the Bank collects P 500.00 processing fee for every partial payment request.*

**Preferred Payment Option:**

over the counter / bpiexpressonline  
 manual debit (Please fill out attached debit form below)

I am allowing the Bank to apply the lumpsum payment directly to the remaining outstanding balance to reduce the monthly amortization and maintain the current loan term.

*In relation to this partial payment request, I am aware that my collateral document/s will not be released in case there is an unpaid unsecured portion related to the abovementioned loan account.*

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**MANUAL DEBIT AUTHORIZATION**

Please debit my **BPI Savings / Current Account** number \_\_\_\_\_ the amount of P\_\_\_\_\_ on \_\_\_\_\_ (date of manual debit) representing partial payment of my existing loan.

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I understand that except for these changes, the original terms and conditions of the loan remain the same.

\_\_\_\_\_  
Signature over printed name  
Borrowers/Mortgagors

Email Address: \_\_\_\_\_  
Contact Number/s: \_\_\_\_\_

*Note: Please attach copy of 1 valid ID.*