



# Auto-Debit Arrangement ENROLLMENT FORM

Accomplish in three (3) copies.

EFFECTIVITY DATE: \_\_\_\_\_

NAME OF QUALIFIED SSS MEMBER			Surname	First Name	Middle Name	SS Number
ADDRESS						DATE OF BIRTH (mm dd yy)
TELEPHONE NUMBER				Zip Code		
BANK NAME	BANK BRANCH		Bank Account Number		Account Type <input type="checkbox"/> Current <input type="checkbox"/> Savings	

**MEMBERSHIP & TRANSACTION TYPE**

<b>1. CONTRIBUTION</b>	<input type="checkbox"/> SELF-EMPLOYED <input type="checkbox"/> OTHERS: (Specify) _____ <input type="checkbox"/> OVERSEAS FILIPINO WORKER: COUNTRY CODE: _____ <input type="checkbox"/> VOLUNTARY MEMBER	Amount
		<b>P</b>
		<b>P</b>

<b>2. HOUSING LOAN</b>	Real Estate Loan Acct. No.:	<b>P</b>
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3. LOAN	No.	Loan Type	Loan Date (mmddy)	Date to End Deduction (mmddy)	Monthly Amort.
		1	Salary Loan		
	2	Educational Loan (SNPL)			
	3	Emergency Loan			
	4	Calamity Loan			
	5	Stock Investment Loan			
	6	Others (Specify)			
Total ▶					<b>P</b>

**4. HOUSEHOLD EMPLOYER (Attach additional sheet if necessary)**

SS Number	Employee Name (Surname, Given Name, Middle Initial)	Date of Birth (mmddy)	Loan Date/Type (mmddy)	Monthly Loan Amortization (I)	Monthly Contribution (II)	Total (I+II)
Total ▶						<b>P</b>

<b>GRAND TOTAL (1+2+3+4) ▶</b>	<b>P</b>
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I hereby authorize the above stated bank to automatically deduct from my account the grand total amount of \_\_\_\_\_ (P \_\_\_\_\_) due me and to remit the same to SSS monthly.

It is hereby understood that the information contained herewith shall remain in force until the necessary corrections/changes are made in writing and I hereby agree to be bound by the terms and conditions printed in the reverse hereof or any amendment thereto.

\_\_\_\_\_ Conforms: \_\_\_\_\_  
 Qualified Member's Signature      Signature of Account Owner (if other than Qualified Member)      Date

FOR SSS USE ONLY	FOR BANK USE ONLY
Received/Verified by: _____ Date _____	Received/Verified by: _____ Date _____
Encoded by: _____ Date _____	Acct. No. & Signature Verified by: _____ Date _____
Approved by: _____ Date _____	Approved by: _____ Date _____

**TERMS AND CONDITIONS GOVERNING THE AUTO-DEBIT ARRANGEMENT (ADA)**

1. As used herein, the words “**QUALIFIED SSS MEMBER**” means the **SELF-EMPLOYED (SE), VOLUNTARY (VM), HOUSEHOLD EMPLOYER (HR)** and **OVERSEAS FILIPINO WORKER (OFW)** members of the SSS and its **SALARY & HOUSING LOAN BORROWERS**.
2. **MEMBERSHIP.** In order for a Qualified SSS Member to enroll under the arrangement, he shall have first opened and shall maintain the deposit (current or savings) account indicated in the reverse hereof with the BANK and the written instruction herein to the SSS shall authorize the BANK concerned to have his payments for the SSS contributions and/or loan amortizations, as the case may be automatically debited from the said account.  
Said instructions on the reverse hereof shall serve as the basis for the debiting of a member’s account by the BANK, and unless informed in writing by the SSS of any changes therein, the foregoing shall continue to be in full force and effect.  
The BANK shall ensure that the data pertaining to the BANK Account indicated herein are complete, valid, and accurate and that the Qualified SSS Member enrolling under the Arrangement has been authenticated by the BANK to be its legitimate depositor.  
SSS shall pre-validate all enrollment forms to be submitted by the BANK. Qualified SSS Members shall be notified in writing by the SSS of the status of their enrollment.
3. **EFFECTIVITY.** The Qualified SSS Member whose enrollment form is approved by both the SSS and the Bank during the 1st day to the 20th of the month shall be included on the same month and a Member whose enrollment form is approved by the SSS and the BANK during the 21st day onwards shall be included on the succeeding month.
4. **BILLING.** The BANK is hereby authorized by the Qualified SSS Member to debit on the 10th day of the month from his account the amount in the collection and/or billing lists to be provided by the SSS. Any discrepancy between the amount advised and the amount debited per SSS record(s) or any complaint arising from this ADA shall be taken directly by the Qualified SSS Member with the SSS.
5. **PAYMENT CERTIFICATE.** The Qualified SSS Member may request a certificate of payments, whenever needed, either from the SSS or the BANK.
6. **AVAILABILITY OF FUNDS.** The Qualified SSS Member guarantees to maintain the deposit account indicated on the reverse hereof of the funds necessary to cover this debit instruction. In the event the member fails to maintain the necessary funds in his account to cover his payment for a particular month, the BANK shall be under no obligation to debit on the succeeding month the corresponding amount. Such delayed payment shall be made by the member directly to the bank.
7. **AMENDMENTS.** The Qualified SSS Member who wishes to have changes in his enrollment data should inform the SSS or the BANK in writing by filling up the Auto-Debit Arrangement Amendment Form. Amendment(s) shall take effect the same manner as provided for in the enrollment application as mentioned above.
8. Please follow **NEW SSS SCHEDULE OF CONTRIBUTIONS** below:

RANGE OF COMPENSATION	MONTHLY SALARY CREDIT*	EMPLOYER - EMPLOYEE							SE/VM/OFW
		SOCIAL SECURITY			EC	TOTAL CONTRIBUTION			TOTAL CONTRIBUTION
		ER	EE	TOTAL	ER	ER	EE	TOTAL	
1,000 – 1,249.99	1,000	73.70	36.30	110.00	10.00	83.70	36.30	120.00	110.00
1,250 – 1,749.99	1,500	110.50	54.50	165.00	10.00	120.50	54.50	175.00	165.00
1,750 – 2,249.99	2,000	147.30	72.70	220.00	10.00	157.30	72.70	230.00	220.00
2,250 – 2,749.99	2,500	184.20	90.80	275.00	10.00	194.20	90.80	285.00	275.00
2,750 – 3,249.99	3,000	221.00	109.00	330.00	10.00	231.00	109.00	340.00	330.00
3,250 – 3,749.99	3,500	257.80	127.20	385.00	10.00	267.80	127.20	395.00	385.00
3,750 – 4,249.99	4,000	294.70	145.30	440.00	10.00	304.70	145.30	450.00	440.00
4,250 – 4,749.99	4,500	331.50	163.50	495.00	10.00	341.50	163.50	505.00	495.00
4,750 – 5,249.99	5,000	368.30	181.70	550.00	10.00	378.30	181.70	560.00	550.00
5,250 – 5,749.99	5,500	405.20	199.80	605.00	10.00	415.20	199.80	615.00	605.00
5,750 – 6,249.99	6,000	442.00	218.00	660.00	10.00	452.00	218.00	670.00	660.00
6,250 – 6,749.99	6,500	478.80	236.20	715.00	10.00	488.80	236.20	725.00	715.00
6,750 – 7,249.99	7,000	515.70	254.30	770.00	10.00	525.70	254.30	780.00	770.00
7,250 – 7,749.99	7,500	552.50	272.50	825.00	10.00	562.50	272.50	835.00	825.00
7,750 – 8,249.99	8,000	589.30	290.70	880.00	10.00	599.30	290.70	890.00	880.00
8,250 – 8,749.99	8,500	626.20	308.80	935.00	10.00	636.20	308.80	945.00	935.00
8,750 – 9,249.99	9,000	663.00	327.00	990.00	10.00	673.00	327.00	1,000.00	990.00
9,250 – 9,749.99	9,500	699.80	345.20	1,045.00	10.00	709.80	345.20	1,055.00	1,045.00
9,750 – 10,249.99	10,000	736.70	363.30	1,100.00	10.00	746.70	363.30	1,110.00	1,100.00
10,250 – 10,749.99	10,500	773.50	381.50	1,155.00	10.00	783.50	381.50	1,165.00	1,155.00
10,750 – 11,249.99	11,000	810.30	399.70	1,210.00	10.00	820.30	399.70	1,220.00	1,210.00
11,250 – 11,749.99	11,500	847.20	417.80	1,265.00	10.00	857.20	417.80	1,275.00	1,265.00
11,750 – 12,249.99	12,000	884.00	436.00	1,320.00	10.00	894.00	436.00	1,330.00	1,320.00
12,250 – 12,749.99	12,500	920.80	454.20	1,375.00	10.00	930.80	454.20	1,385.00	1,375.00
12,750 – 13,249.99	13,000	957.70	472.30	1,430.00	10.00	967.70	472.30	1,440.00	1,430.00
13,250 – 13,749.99	13,500	994.50	490.50	1,485.00	10.00	1,004.50	490.50	1,495.00	1,485.00
13,750 – 14,249.99	14,000	1,031.30	508.70	1,540.00	10.00	1,041.30	508.70	1,550.00	1,540.00
14,250 – 14,749.99	14,500	1,068.20	526.80	1,595.00	10.00	1,078.20	526.80	1,605.00	1,595.00
14,750 – 15,249.99	15,000	1,105.00	545.00	1,650.00	30.00	1,135.00	545.00	1,680.00	1,650.00
15,250 – 15,749.99	15,500	1,141.80	563.20	1,705.00	30.00	1,171.80	563.20	1,735.00	1,705.00
15,750 – over	16,000	1,178.70	581.30	1,760.00	30.00	1,208.70	581.30	1,790.00	1,760.00

\*The minimum salary credit for OFW is P5,000.