



Library Paid Services (Payment Method)



UST LIBRARY PAID SERVICES thru **BILLS PAYMENT**

-Applicable for Thomasian Students and Employees ONLY-

The BILLS PAYMENT FACILITY of the university is now available for the following **library paid services**: reprographic services, use of facility, sale of UST library publications and souvenir items, overdue fines, lost book fines and fees, and researcher's fee.

Please refer to the instructions below:

1. Payments shall be made through the BILLS PAYMENT FACILITY (online/mobile banking, over-the-counter)
 - a. Bank of the Philippine Islands (BPI)
 - b. China Banking Corporation (China Bank)
 - c. Metropolitan Bank & Trust Company (Metrobank)
 - d. Security Bank Corporation (Security Bank)



2. The payment reference number shall be as follows:

For BPI, China Bank, and Metrobank (18-digits) ONLY:

9 0 6 2 0 2 2 0 n n n n n n n n n n

(Trans Code)|(Lower range of the current academic year – i.e., 2022 for AY 22-23)
|(Default to zero)|(10-digit Student Number)

For Security Bank (16-digits)

9 0 6 2 2 0 n n n n n n n n n n

(Trans Code)|(Lower range of the current academic year – i.e., 22 for AY 22-23)
|(Default to zero)|(10-digit Student Number)

| Trans Code | Transaction Name |
|------------|---|
| 906 | Library Service Fee (<i>overdue fines, lost book fines and fees, researcher's fee, use of facility</i>) |
| 908 | AV Del Rosario UST Heritage Library (<i>reprographic services, sale of UST Library publications and souvenir items</i>) |



3. In case the bank requests a copy of the myUSTe Payment Slip, kindly advise the bank teller that they are making ***non-tuition fee*** payments.
4. Payee must send a clear copy (screenshot) of the proof of payment to **Ms. Sabina Viernes**, Head Librarian, General Circulation Section at **scviernes@ust.edu.ph**.



UST LIBRARY PAID SERVICES

-Applicable for Alumni and Non Thomasians ONLY-

For payment of library paid services, kindly use the following account details in your **online banking** or **online payment transactions**:

Account name: University of Santo Tomas
Account number: 0151-0000-45
Bank name: Bank of the Philippine Islands
España Blvd. cor. Moret St.,
Sampaloc, Manila
Swift code (foreign): BOPIPHMM

Payee must send a **clear copy** of the **proof of payment** or **deposit slip** to **Ms. Sabina Viernes**, Head Librarian, General Circulation Section at **scviernes@ust.edu.ph**