**ANNEX G. BTr Template (for opening of Parking account for LinkBiz)**

***“REQUESTING AGENCY’S LETTERHEAD”***

**DD/MM/YY**

**MR.MS \_\_\_\_\_\_\_\_\_\_\_\_\_**

Branch Head

LAND BANK OF THE PHILIPPINES-\_\_\_\_\_\_\_\_\_\_\_ Branch

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Street)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Municipality/City/Province)

**Dear Mr./Ms. \_\_\_\_\_\_\_:**

Please open a Link.BizPortal parking account for the *(Name of NGA)* online/electronic collections to the Land Bank of the Philippines – Cash Department with the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Name** | **Funding Source Code\*** | **UACS Organization Code of Agency to be Credited**  **( 12 digits numeric )** | **Destination Account Number \*\*** |
| **BTr- *Name of NGA* -LinkBiz** |  |  |  |

\* *Funding Source*

*Indicate one of the following:*

(01-101101) Regular Fund

(07-308601) Trust Fund – IATF

(07-308602) Other than IATF

(03 - - - - - -) Specific SAGF Fund Code

\*\* *Destination Account Number*

Indicate one of the following:

3402-2844-20 BTr- Regular Fund

3402-2844-38 BTr- Inter-Agency Transfer of Funds

3402-2844-46 BTr-Other than IATF

3402-nnnn-nn Specific SAGF Clearing Account

The new account will facilitate fast and efficient process of monitoring, recording, reconciliation, and certification of deposited national collections of (*Name of NGA)*.

Moreover, the funds remitted/credited into the requested parking account will eventually be swept to the Other NGAs Mother Account with account number 3402-1036-97. Kindly let us know when the aforementioned account has been opened.

Thank you.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory Name

Designation/ Unit/ Office