



**PHILIPPINE PUBLIC SCHOOL TEACHERS ASSOCIATION, INC.**

“Bayani ka, gurong Pilipino. Ang PPSTA, Kumakalinga sa iyo!”

PPSTA Bldg No.2, 245 Banawe Street, Quezon City

**Claims Department**

Website: [www.ppsta.net](http://www.ppsta.net) Email Addresses: [ppstaclaims@yahoo.com](mailto:ppstaclaims@yahoo.com) and [support@ppsta.net](mailto:support@ppsta.net)

Tel. No. (02) 8988-1415 loc. 119,121,137 -138 & 142-143

**APPLICATION FORM**  
**WITHDRAWAL OF RETIREMENT BENEFIT CLAIM**

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

Sir / Madam:

I have the honor to submit herewith a claim application for benefit under the New Mutual Retirement Benefit System (NMRBS), Mutual Retirement Benefit System (MRBS), and Mutual Retirement Benefit System Plus (MRBS Plus). The following information is hereby furnished for my withdrawal.

|                         |               |                                        |
|-------------------------|---------------|----------------------------------------|
| Printed name of member  | Signature     | Division No.- Station No.-Employee No. |
| Date of Birth of Member | Mobile Number | E-mail Address                         |
| Mailing Address         |               |                                        |

**REQUIREMENTS FOR WITHDRAWAL CLAIM (to be attached to this application form)**

1. Photocopy of two valid IDs reflecting clear signature
2. Original Certificate of membership, incase of loss, Affidavit of loss re: ☐ NMRBS Policy ☐ MRBS Policy ☐ MRBS Plus Policy
3. Duly signed withdrawal letter
4. Latest payslip  
\* For members in the active service, please submit latest payslip showing last PPSTA deduction and succeeding payslip without PPSTA deduction (for MRBS Plus member only)
5. Original Birth Certificate issued by PSA, incase of discrepancies

**Reminder:**

- \* This application must be originally signed by the applicant.
- \* The signature in this application must be similar with the applicant’s signature in the valid IDs that he/she will submit.
- \* Strictly No Erasure and Tampering.

**Please send my PPSTA withdrawal claim proceeds thru:**

☐ BDO Bank Remittance (Note: Reference Number will be sent at stated Mobile Number)

☐ Direct Deposit to Personal Account (Note: Commercial Banks Only)

To ensure that we are crediting the correct bank account, kindly provide the accurate bank account and personal details listed below for us to deposit your check.

1. Account Name: \_\_\_\_\_

2. Name of Bank: \_\_\_\_\_

3. Bank Account Number: \_\_\_\_\_ Account Type: ☐ Current ☐ Savings ☐ Others

4. Bank Address/Branch: \_\_\_\_\_

5. Any of the following scanned or photographed copy of your record or evidence of bank account **CLEARLY** showing both **ACCOUNT NAME** and **ACCOUNT NUMBER**

- 5a. Bank account Passbook
- 5b. Validated deposit slip
- 5c. Bank Statement of Account
- 5d. Screenshot of online banking account details

***In the event of the approval of my application for withdrawal claim, I hereby authorize PPSTA to credit the proceeds of the said benefit to my personal account I have indicated.***

☐ Regional Office \_\_\_\_\_

☐ Mailing Address \_\_\_\_\_

Upon receipt of the proceeds of the said benefit, I shall release and forever discharge the Association, its assigns and successors-in-interest from any similar claims whatsoever arising from my membership with the Association.

\_\_\_\_\_  
Signature over printed name of member