# Инструкция по заполнению извещения на оплату за проживание в общежитии ЧГМА

В извещении заполняются следующие поля:

* 1. Студент – указать полностью фамилию, имя, отчество студента, за которого производится оплата
	2. № общежития – указать номер общежития, в котором проживает студент, за которого производится оплата
	3. № комнаты – указать номер комнаты в общежитии, в котором проживает студент, за которого производится оплата
	4. За период – указать период проживания в общежитии, за который производится оплата (месяц и год)
	5. Ф.И.О. плательщика – указать фамилию, имя, отчество плательщика полностью
	6. Паспорт плательщика – указать серию и № паспорта плательщика
	7. Выдан – указать когда и кем выдан паспорт плательщика
	8. Адрес плательщика – указать адрес плательщика по прописке
	9. Сумма платежа – указать сумму к перечислению на счет ЧГМА

 Нижняя часть бланка – «Квитанция» заполняется аналогично Извещению.

 **Комиссия за перевод средств с плательщика устанавливается банком.**

 **Итоговый размер оплаты за общежитие увеличивается на сумму**

**взимаемой банком комиссии.**

**Образец заполнения извещения - на следующей странице**

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 |  | *Форма № ПД-4* |
| **И з в е щ е н и е** |  | УФК по Забайкальскому краю (ОК 02 ГБОУ ВПО ЧГМА Минздрава РФ л/с 20916X25520) |
|  | (наименование получателя платежа) |
|  |  | 7 | 5 | 3 | 6 | 0 | 1 | 0 | 4 | 8 | 3 |  | 4 | 0 | 5 | 0 | 1 | 8 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
|  |  | (ИНН получателя платежа) |  | (номер счета получателя платежа) |
|  |  | КПП  | 7 | 5 | 3 | 6 | 0 | 1 | 0 | 0 | 1 |  | БИК | 0 | 4 | 7 | 6 | 0 | 1 | 0 | 0 | 1 |
|  |  | в ГРКЦ ГУ Банка России по Забайкальскому краю г. Чита  |  |
|  |  |  | (наименование банка получателя платежа) |  |
|  |  | Номер кор./сч. банка получателя платежа |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | Плата за общежитие | студент | **Ухватова Елена Петровна** |  |  |
| № общежития | **3** | № комнаты | **119** | За период | **Декабрь 2013** |  |  |  |
| (Код 00000000000000000130), оплата за общежитие |  |  |
|  |  | (наименование платежа) |  | (номер лицевого счета (код) плательщика) |
|  |  | Ф. И. О. плательщика | Ухватова Лариса Ивановна |
|  |  |  |  |
|  |  | Паспорт плательщика. Серия | 4554 | № | 623235 |
|  |  | Выдан | 24.07.2001 Сретенским ОВД  |  |  |
|  |  | Адрес плательщика | г. Борзя, ул. Ильича, д. 20, кв. 4 |
|  |  |  |  |
|  |  | Сумма платежа | **450** | руб. | **00** | коп. Сумма платы за услуги |  | руб. |  | коп. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Итого |  | руб. |  | коп. « |  | » |  |  |  20 | г. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Кассир** |  | С условиями приема указанной в платежном документе суммы, в т.ч. с суммой взимаемой платы за услуги банка, ознакомлен и согласен. |
|  |  | **Подпись плательщика** |  |
|  |  |  |
| **Квитанция** |  | УФК по Забайкальскому краю (ОК 02 ГБОУ ВПО ЧГМА Минздрава РФ л/с 20916X25520) |
|  | (наименование получателя платежа) |
|  |  | 7 | 5 | 3 | 6 | 0 | 1 | 0 | 4 | 8 | 3 |  | 4 | 0 | 5 | 0 | 1 | 8 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
|  |  | (ИНН получателя платежа) |  | (номер счета получателя платежа) |
|  |  | КПП | 7 | 5 | 3 | 6 | 0 | 1 | 0 | 0 | 1 |  | БИК | 0 | 4 | 7 | 6 | 0 | 1 | 0 | 0 | 1 |
|  |  | в ГРКЦ ГУ Банка России по Забайкальскому краю г. Чита |  |
|  |  |  | (наименование банка получателя платежа) |  |
|  |  | Номер кор./сч. банка получателя платежа |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  | Плата за общежитие | студент | **Ухватова Елена Петровна** |  |  |
| № общежития | **3** | № комнаты | **119** | За период | **Декабрь 2013** |  |  |  |
| (Код 00000000000000000130), оплата за общежитие |  |  |
|  |  | (наименование платежа) |  | (номер лицевого счета (код) плательщика) |
|  |  | Ф. И. О. плательщика | Ухватова Лариса Ивановна |
|  |  |  |  |
|  |  | Паспорт плательщика. Серия | 4502 | № | 623235 |
|  |  | Выдан | 24.07.2001 Сретенским ОВД |  |  |
|  |  | Адрес плательщика | г. Борзя, ул. Ильича, д. 20, кв. 4 |
|  |  |  |  |
|  |  | Сумма платежа | **450** | руб. | **00** | коп. Сумма платы за услуги |  | руб. |  | коп. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Итого |  | руб. |  | коп. « |  | » |  |  |  20 | г. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Кассир** |  | С условиями приема указанной в платежном документе суммы, в т.ч. с суммой взимаемой платы за услуги банка, ознакомлен и согласен. |
|  |  | **Подпись плательщика** |  |