



ANNEX A-1

Bureau of Internal Revenue

Control No. _____

Revenue Region No. _____

Revenue District Office No. ____/Large Taxpayers Assistance Division/Large Taxpayers District Office

Diskette Acknowledgement Form*To be filled out by taxpayer*

Date of Receipt: _____

TIN: _____

Taxpayer's Name/Registered Name: _____

Taxpayer's Address: _____

Contact Person: _____

Telephone No.: _____ Cell No.: _____

Fax No.: _____ E-mail Address: _____

Transaction Type ☐ Sales ☐ Local Purchases ☐ Importation**Period Covered: From** ____ **to** ____, ____
MM MM YY

	Number of Diskettes	Number of Files *
<input type="checkbox"/> 1 st Quarter	_____	_____
<input type="checkbox"/> 2 nd Quarter	_____	_____
<input type="checkbox"/> 3 rd Quarter	_____	_____
<input type="checkbox"/> 4 th Quarter	_____	_____

*** ONE TRANSACTION TYPE PER MONTH IS CONSIDERED ONE FILE***To be filled out by BIR***Condition of the Diskette/s:**

	DATE/TIME	SIGNATURE OVER PRINTED NAME OF RESPONSIBLE OFFICER
<input type="checkbox"/> Diskette/s not yet checked	_____	_____
<input type="checkbox"/> Checked/Re-checked diskette/s	_____	_____
Number of Files _____		
<input type="checkbox"/> Replacement		
<input type="checkbox"/> Good (GD)		
<input type="checkbox"/> Defective		
Reason:		
<input type="checkbox"/> Unreadable/Inaccessible (DR)		
<input type="checkbox"/> With irremovable virus (DV)		
<input type="checkbox"/> Invalid file format (DF)		
<input type="checkbox"/> Others, specify _____		

**DEFECTIVE DISKETTES MUST BE REPLACED WITHIN FIVE (5) WORKING DAYS
FROM THE DATE OF RETURN WITH THIS FORM****Status:**

	DATE/TIME	SIGNATURE OVER PRINTED NAME OF RESPONSIBLE OFFICER/TAXPAYER
<input type="checkbox"/> Transmitted/re-transmitted electronically to RDC	_____	_____
<input type="checkbox"/> Not transmitted electronically	_____	_____
<input type="checkbox"/> Returned to taxpayer	_____	_____

Remarks:



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

ANNEX A-4

Date: _____

Sir/Madam:

Please be informed that after scanning and screening the submitted diskettes of Summary List of Sales and/or Purchases for the ____quarter ending ____, the diskettes were found to be defective for the reason marked "x" as shown hereunder:

Reason:

- ☐ Infected with virus(es)
- ☐ Not readable by the system
- ☐ With invalid format

Specify _____

It is therefore requested that a replacement be made within **five (5) working days** from the date of return of your defective diskette(s) in order to comply with Section 4 of Revenue Regulations No. 8-2002.

Very truly yours,

RDO/Division Chief, LTAD



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

PRELIMINARY NOTICE

Date: _____

TIN _____

Name of Taxpayer _____

Address _____

Sir/Madam:

Please be informed that as a VAT taxpayer, you are required to submit a quarterly Summary List of Sales and Purchases in diskette form within twenty-five (25) days after the end of each taxable quarter as prescribed under Revenue Regulations No. 8-2002. To date, the records of our office show that you have not filed the required list/replaced the defective diskette for the _____quarter ending _____, as shown hereunder marked X:

- ☐ Summary List of Sales and Purchases
- ☐ Summary List of Sales only
- ☐ Summary List of Purchases only

You are therefore requested to submit the said summary list within **five (5) working days** from receipt of this notice and pay the necessary penalties for late filing. Should you still fail to submit, we shall not hesitate to institute the necessary proceedings against you.

Very truly yours,

RDO/ Division Chief



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

FINAL NOTICE

Date: _____

TIN _____

Name of Taxpayer _____

Address _____

Sir/Madam:

The records of this office show that despite our Preliminary Notice dated _____ requesting submission of quarterly Summary List of Sales and/or Purchases for the _____ quarter ending _____, you still failed to comply. Please be reminded that your continuous failure to submit the same is punishable by administrative penalty of one thousand pesos (P1,000.00) for each failure but not to exceed the aggregate amount of twenty-five thousand pesos (P25, 000.00) for all such failures during a taxable year, for willful neglect to file, keep or supply statement, list of information required on the date prescribed and shall be paid upon notice and demand.

In addition to the imposition of administrative penalty, willful failure by such person to supply correct information at the time or times as required, shall be subject to a criminal penalty under relevant provisions of the Tax Code of 1997, upon conviction of the offender.

You are therefore given a last chance to submit the required list marked X shown hereunder within **five (5) working days** from receipt of this notice:

- ☐ Summary List of Sales and Purchases
- ☐ Summary List of Sales only
- ☐ Summary List of Purchases only

This will serve as our FINAL NOTICE.

Very truly yours,

RDO/Division Chief