

REPORTS REQUIRED BY COLLECTION SERVICE FROM REGIONAL AND DISTRICT OFFICES

REPORT NAME	DEADLINE FOR SUBMISSION	DISTRIBUTION	E-MAIL ADDRESS WHERE REPORT SHALL BE SUBMITTED
1. Summary Listings of Tax Remittance Advice (TRA)	Every Monday	Original - Revenue Accounting Division Duplicate – Withholding Tax Division Triplicate – Finance Division, Regional Office (file copy)	rad.tra@bir.gov.ph wtd.tra@bir.gov.ph
2. Monthly Report on Stop-Filer Cases Created and Closed	On or before the 7 th day of the following month	Original – Collection Programs Division Duplicate - Collection Division file copy	cpd.repcom@bir.gov.ph
3. Consolidated List of Delinquent Accounts/Disputed Assessments and Unpaid 2nd Installment Being Handled – Master List	10 th day of the following month	Collection Enforcement Division	ced.reports@bir.gov.ph
4. Batch Discrepancy Report (Annex D)	On or before the 10 th day of the following month	Original – Revenue Accounting Division Duplicate – RDC servicing the region/ district Triplicate – Revenue District Office (file copy)	rad_bnkrec@bir.gov.ph
5. Report on Properties Purchased by and/or Forfeited to the Government (WER Form No. 9)	Not later than the 10 th day after the close of the month	Collection Enforcement Division	ced.reports@bir.gov.ph
6. Report on Properties Sold in Public Auction (WER Form No. 8)	-do-	-do-	-do-

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7. Report on Properties Redeemed Within the Redemption Period (WER Form No. 10)	Not later than the 10 th day after the close of the month	Collection Enforcement Division	ced.reports@bir.gov.ph
8. Monthly Compliance and Alphalist of NGAs (Annex C)	On or before the 15 th day of the month	Withholding Tax Division	wtd.reports@bir.gov.ph
9. Report of BIR Collection thru Revenue Collection Officers	On or before the 15 th day of the following month	Original – Revenue Accounting Division Duplicate – Collection Division Triplicate – Revenue District Office (file copy)	rad.tra@bir.gov.ph e-mail address of the Collection Division of the Region concerned
10. Monthly Inventory of Forfeited Properties	15 th day of the following month	Original – Collection Enforcement Division Duplicate – Collection Division Triplicate – RDO file copy	ced.reports@bir.gov.ph e-mail address of the Collection Division of the Region concerned
11. Local Government Units with Delinquent Accounts Final Assessment Notices Issued	15 th day of the following month	Withholding Tax Division	wtd.reports@bir.gov.ph
12. Consolidated Summary of Warrant of Distraint, Garnishment and/or Levy Handled for Service and Execution (WER Form No. 6)	15 th day after the close of the month	Original – Collection Enforcement Division Duplicate – Collection Division, LT-CED file copy	ced.reports@bir.gov.ph

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13. Status Report on Compromise Settlement Program (REB Annex J) (NEB Annex K)	20 th day of the month	Collection Enforcement Division	ced.reports@bir.gov.ph
14. General Control Ledger (Monthly)	20 th day of the following month	- do -	-do-
15. List of Late Batches	Not later than the 28 th day of the following month	Original - Collection Programs Division Duplicate – RDO File copy	cpd.repcom@bir.gov.ph
16. Bank Branch Performance Statistics (Form 2841)	- do -	- do -	-do-
17. Limited Bank Data Entry Exception Reports	- do -	- do -	-do-
18. “Quarterly Report of Collection from Documentary Stamp Tax Thru the Electromechanical Machines including Loose Stamps from Collection Officers”	Within 15 days after the end of the quarter	Original - Collection Programs Division Duplicate – Collection Division file copy	cpd.repcom@bir.gov.ph
19. List of Medical Practitioners	On or before the 30 th day after the close of the calendar quarter	Withholding Tax Division	wtd.reports@bir.gov.ph

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