

Attachment “B”

REPORTS REQUIRED BY ASSESSMENT SERVICE FROM REGIONAL AND DISTRICT OFFICES

REPORT NAME	DEADLINE FOR SUBMISSION	DISTRIBUTION	E-MAIL ADDRESS WHERE REPORT SHALL BE SUBMITTED
<p>1. Monthly Report on New Registrants and Registration Updates of Professionals/Individuals Covered by RR No. 1 – 2003</p>	<p>On or before the 5th day following the end of each month</p>	<p>Original – Assessment Service (Attn: Assessment Programs Division)</p> <p>Duplicate – RDO (file copy)</p>	<p>nassesmnt@bir.gov.ph</p>
<p>2. Monthly Report of Tax Credit/ Refund Processed</p>	<p>On or before the 10th day of the following month</p>	<p>Original – Assessment Service (Attn: Assessment Programs Division)</p> <p>Duplicate – Assessment Division</p> <p>Triplicate – Office of the Regional Director (ORD)</p> <p>Quadruplicate - RDO (file copy)</p>	<p>nassesmnt@bir.gov.ph</p> <p>e-mail address of the Assessment Division of the Region concerned</p> <p>e-mail address of the Regional Office concerned</p>

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<p>3. Monthly Report of ONETT Collection (Annex M)</p>	<p>On or before the 10th day of the succeeding month</p>	<p>Original – Assessment Service (Attn: Asset Valuation Division)</p> <p>Duplicate – ORD</p> <p>Triplicate – RDO (file copy)</p>	<p>avd@bir.gov.ph</p> <p>e-mail address of concerned Regional Office</p>
<p>4. Report of CARs Issued On Availment of Section 24 (D)(2) of 1997 NIRC per Revenue Memorandum Circular No. 14 – 2001 (Sale of Principal Residence) (Annex K)</p>	<p>On or before the 10th day of the succeeding month</p>	<p>Original – ORD</p> <p>Duplicate – Assessment Service (Attn: Asset Valuation Division)</p> <p>Triplicate – RDO (file copy)</p>	<p>e-mail address of concerned Regional Office</p> <p>avd@bir.gov.ph</p>

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<p>5. Monthly Report on Cases/Dockets Received from Investigating Offices For Review (Annex P)</p>	<p>On or before the 10th day of the following month</p>	<p>Original – Assessment Service (Attn: AITEID)</p> <p>Duplicate – ORD</p> <p>Triplicate – Assessment Division (file copy)</p>	<p>aiteid@bir.gov.ph</p> <p>e-mail address of Regional Office concerned</p>
<p>6. Monthly Report of Tax Credit/ Refund Approved and Granted</p>	<p>Not later than the 10th day of the following month</p>	<p>Original – Assessment Service (Attn: Assessment Programs Division)</p> <p>Duplicate – ORD (file copy)</p>	<p>nassesmnt@bir.gov.ph</p>
<p>7. Monthly Report of Closed Cases/Dockets (Form 0603) (Annex F)</p>	<p>Not later than the 10th day of the following month</p>	<p>Original – Assessment Service (Attn: AITEID)</p> <p>Duplicate – ORD</p> <p>Triplicate – RDO (file copy)</p>	<p>aiteid@bir.gov.ph</p> <p>e-mail address of Regional Office concerned</p>

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<p>8. Monthly Inventory of Pending Cases (Form 19.64S) (Annex I)</p>	<p>Not later than the 10th day of the following month</p>	<p>Original – Assessment Service (Attn: AITEID)</p> <p>Duplicate - ORD</p> <p>Triplicate – RDO (file copy)</p>	<p>aiteid@bir.gov.ph</p> <p>e-mail address of Regional Office concerned</p>
<p>9. Monthly Report on Reviewed Cases (Annex Q)</p>	<p>Not later than the 10th day of the following month</p>	<p>Original – Assessment Service (Attn: AITEID)</p> <p>Duplicate – ORD</p> <p>Triplicate – Assessment Division (file copy)</p>	<p>aiteid@bir.gov.ph</p> <p>e-mail address of Regional Office concerned</p>

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<p>10. List of Requisitioned Certificates Authorizing Registration (Annex F)</p>	<p>Within 10 days after the end of every month</p>	<p>Original – Assessment Service (Attn: Asset Valuation Division)</p> <p>Duplicate - Administrative Division (for consolidation)</p> <p>Triplicate – RDO (file copy)</p>	<p>avd@bir.gov.ph</p> <p>e-mail address of the Administrative Division of the Region concerned</p>
<p>11. Monthly Report of Confirmation Letters Issued (Annex G)</p>	<p>Within 10 days after the end of every month</p>	<p>Original – Assessment Service (Attn: Asset Valuation Division)</p> <p>Duplicate – ORD (file copy)</p>	<p>avd@bir.gov.ph</p>

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REPORT NAME	DEADLINE FOR SUBMISSION	DISTRIBUTION	E-MAIL ADDRESS WHERE REPORT SHALL BE SUBMITTED
<p>12. Monthly Report of Assessment/ Collections from Property Transactions And Certificates Authorizing Registration (CARs) Prepared and Issued (Annex C)</p>	<p>Within 10 days after the end of every month</p>	<p>Original – Assessment Service (Attn: Asset Valuation Division)</p> <p>Duplicate – ORD</p> <p>Triplicate – RDO (file copy)</p>	<p>avd@bir.gov.ph</p> <p>e-mail address of Regional Office concerned</p>
<p>13. Monthly Report on VAT, Percentage Tax and Withholding Tax on VAT/ Percentage Tax Collections from Professionals/Individuals Covered by RR No. 1 – 2003</p>	<p>On or before the 15th day following the end of each month</p>	<p>Original – Assessment Service (Attn: Assessment Programs Division)</p> <p>Duplicate – RDO (file copy)</p>	<p>nassesmnt@bir.gov.ph</p>

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<p>14. Monthly Report of Tax Verification Notices (TVNs) Issued (Annex E)</p>	<p>20th day of the month</p>	<p>Original – Assessment Service (Attn.: AITEID)</p> <p>Duplicate – ORD (file copy)</p>	<p>aiteid@bir.gov.ph</p>
<p>15. Monthly Summary of Cases Covered by TVNs Closed, Assessed and Outstanding (Annex F)</p>	<p>20th day of the month</p>	<p>Original – Assessment Service (Attn: AITEID)</p> <p>Duplicate – ORD (file copy)</p>	<p>aiteid@bir.gov.ph</p>