REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

November 3, 2011

REVENUE MEMORANDUM CIRCULAR NO. 2-2012

Subject: Acceptance of Tax Payment of Internal Revenue Taxes During the Specified Deadlines and Issuance of Revenue Official Receipts (RORs) in Accepting Tax Payments, in Cash or in Checks Over the Php20,000.00 Threshold by Revenue Collection Officers (RCOs)

To : All Internal Revenue Officials, Employees and Others Concerned

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It has been observed that some Revenue Collection Officers (RCOs) assigned in areas where there are Authorized Agent Banks (AABs) are receiving tax payment not only during the authorized specified tax deadlines and are also accepting cash tax payments in excess of the Twenty Thousand (Php 20,000.00) threshold.

Pursuant to Section III.2 of RMO No. 4-2007 as amended in RMO No. 2-2010 dated January 6, 2010 states that the authority of RCO to issue RORs shall apply only on the following deadlines:

a. On January 31 - for the payment of Annual Registration Fee;
b. On the 10th day of the month - for the remittance of withholding taxes;
c. On the 20th day of the month - for the filing and payment of business taxes (Percentage and Value Added Tax);
d. On the 25th day of the month – for the filing and payment of quarterly VAT; and
e. For the annual income tax payment of individual taxpayers as well as calendar-period corporate taxpayers, the issuance of RORs shall start five (5) working days prior to and until April 15.

Also, pursuant to Section III (4) of RMO No. 4-2007, as amended by RMO 32-2008 and further amended in RMO No. 8-2009 dated March 9, 2009, "*The issuance of RORs shall be limited to tax payments, in **cash** not exceeding the amount of Twenty Thousand Pesos (Php20,000.00) per return. **However, there shall be no limit on the amount if payment is made thru checks**".*

In this connection, this Circular is being issued to remind all Revenue District Officers (RDOs), RCOs and others concerned to strictly follow the existing rules and policies on the acceptance of tax payments by RCOs assigned in areas where there are AABs.

In addition, all RDOs are hereby reminded of their responsibility in monitoring the RCOs under their jurisdiction in order to ensure that all tax collections received by these RCOs are fully reported and accounted for, all deposited intact and on time pursuant to the existing guidelines and procedures.

Non-compliance to the existing rules, policies and guidelines on the acceptance of tax payments by RCOs assigned in areas where there are AABs will subject the concerned revenue officials and employees to administrative disciplinary action under the Revised Code of Conduct for BIR Officials and Employees, as promulgated under RMO No. 53-2010.

All internal revenue officers and other concerned are enjoined to give this Circular as wide a publicity as possible.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

J-1