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

March 27, 2009

REVENUE MEMORANDUM CIRCULAR NO. 18-2009

SUBJECT : Acceptance and Reporting of Tax Returns and Payments

TO : All Internal Revenue Officials, Employees and Others Concerned

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This Circular is being issued to amend Revenue Memorandum Circular No. 67-2008 dated August 14, 2008 in order to clarify the prescribed date of collection of all accepted tax returns and payments, including payments thru checks received by Authorized Agent Banks (AABs) after cut-off-time/clearing time.

As a general rule, all accepted tax returns and payments received shall be validated and reported by the AABs on the day of acceptance or transaction. The date of collection in the Batch Control Sheet (BCS) report should be the actual day when the return was filed and the payment was made. However, tax returns filed with **check payments made by the taxpayers after the AABs' cut-off time/clearing time** shall be accepted, stamped "**Received After Cut-off Time/Clearing Time**" and **validated on the actual day of acceptance or transactions.** The filing date that should appear in the filed returns should be the actual day of filing thereof but the amount of taxes collected thru checks after the "cut-off time/clearing time" shall be reported in the **BCS as collection of the AAB for the following working day**. All BCS, together with the supporting tax returns, shall be submitted to the concerned BIR Offices on time and in accordance with the existing procedures.

All concerned are hereby enjoined to be guided accordingly and to give this Circular as wide a publicity as possible.

(Original Signed)
SIXTO S. ESQUIVIAS IV
Commissioner of Internal Revenue

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