REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Quezon City

July 14, 2009

REVENUE MEMORANDUM CIRCULAR NO. 40-2009

SUBJECT : Loss of thirty five (35) unused sets and three (3) used/issued triplicate copies of BIR Form No. 0535-Taxpayer Information Sheet (TIS)

TO : All Internal Revenue Officials, Employees and Others Concerned

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Notice is hereby given of the loss of the accountable forms hereunder listed together with pertinent information, to wit:

Accountable Form	Serial Number	Missing Copy/Set
BIR Form No. 0535 (Taxpayer Information Sheet)	TIS200700012102-TIS200700012103	Triplicate copies from 2 sets (used/issued)
-do-	TIS200600111986	Triplicate copy from 1 set (used/issued)
-do-	TIS200600107781-TIS200600107782	2 sets (unused)
-do-	TIS200600107793	1 set (unused)
-do-	TIS200600107798	1 set (unused)
-do-	TIS200700112782-TIS200700112783	2 sets (unused)
-do-	TIS200700113876	1 set (unused)
-do-	TIS200700113896-TIS200700113900	5 sets (unused)
-do-	TIS200700011245-TIS200700011246	2 sets (unused)
-do-	TIS200700011250	1 set (unused)
-do-	TIS200700011209-TIS200700011225	17 sets (unused)
-do-	TIS200700011227-TIS200700011229	3 sets (unused)

The loss of said accountable forms were reported separately by Ms. Josefina T. Lopez, and Ms. Ananelia R. Santos, Revenue Officers assigned at Revenue District Office No. 26, Revenue Region No. 05, Valenzuela City. Consequently, all official transactions involving the use of the lost triplicate copies from three (3) used/issued TIS sets should be verified. With respect to the lost unused sets, the same have been cancelled and all official transactions involving the use thereof are considered as INVALID.

Internal Revenue officials, employees and others concerned are requested to promptly notify this office in the event that the aforesaid accountable forms are found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

(Original Signed)
CELIA C. KING
Deputy Commissioner
Resource Management Group