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

BUREAU OF INTERNAL REVENUE
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REVENUE MEMORANDUM CIRCULAR NO. 7-2021

SUBJECT : Availability of the Alphalist Data Entry and Validation Module (Version 7.0) and its Updated File Structures, Standard File Naming Convention, and Job-Aids

TO : All Internal Revenue Officials, Employees and Others Concerned

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This Circular is hereby issued in order to inform all concerned taxpayers that the updated version of the Alphalist Data Entry and Validation Module (Version 7.0) is now available for use and can be downloaded from the website of this Bureau at www.bir.gov.ph.

The enhanced version now includes the alphalists for BIR Form Nos. 1600-PT, 1600-VT, 1604-C, 1604-F, 1604-E, as well as for the new BIR Form No. 1621 (Quarterly Remittance Return of Tax Withheld on the Amount Withdrawn from Decedent's Deposit Account) prescribed under Revenue Memorandum Circular Nos. 62-2018 and 76-2019. In addition, the generation process of the annual alphalists for 1604-E and 1604-F has been simplified under the Quarterly Alphalists of Payees, thus eliminating the need of manual re-enconding the information.

In this connection, the revised file structures of the alphalists enumerated below, the revised standard file naming convention, and the revised job aids are contained in Annexes "A", "B", and "C" of this Circular.

1. Monthly Alphalist of Payees under BIR Form Nos. 1600-VT and 1600-PT
2. Quarterly Alphalist of Payees under BIR Form Nos. 1601-FQ, 1601-EQ, and 1621
3. Annual Alphalist of Payees under BIR Form Nos 1604C, 1604E, and 1604F

All concerned taxpayers using their own extract program shall strictly observe the revised file structures and standard file naming convention prescribed under the said annexes.

All internal revenue officers, employees, and others concerned are hereby enjoined to give this Circular as wide a publicity as possible.

CAESAR R. DULAY
Commissioner of Internal Revenue

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