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

August 30, 2018

REVENUE MEMORANDUM CIRCULAR No. 76-2018

SUBJECT : Loss of Several Accountable Forms

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 other pertinent information, to wit:

Accountable Form	Serial Number	Missing Copy/Set
BIR Form No. 1966 (Electronic Letter of Authority)	eLA201100011463 eLA201100011465 eLA201100011466	3 triplicate copies (used/issued)
BIR Form No. 0535 (Taxpayer Information Sheet)	TIS201400261182	1 set (unused/unissued)

The abovementioned forms were reported as lost by Ms. Jeanifer B. Tano, Revenue Officer, Revenue District Office No. 101, Revenue Region No. 16, Cagayan de Oro City. Consequently, the three (3) triplicate copies of the used/issued Electronic Letter of Authority should be verified if found and the one (1) set of unused/unissued Taxpayer Information Sheet is hereby cancelled. 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 forms are found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

Celia C. King
CELIA C. KING
Deputy Commissioner
Resource Management Group

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BUREAU OF INTERNAL REVENUE
RECEIVED
SEP 06 2018
8:32 am
RECORDS MGT. DIVISION