BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

November 25, 2014

REVENUE MEMORANDUM CIRCULAR No. 85-2014

SUBJECT : Loss of Several Revenue Official Receipts-BIR Form No. 2524

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. 2524 (Revenue Official Receipt)	ROR201004803161-ROR201004803172	12 duplicate to quintuplicate copies (issued/used)
BIR Form No. 2524 (Revenue Official Receipt)	ROR201004803173-ROR201004803300	128 sets (unissued/unused)

The abovementioned forms were reported as lost by Ms. Helen G. Guzman, Revenue Collection Officer, Revenue District Office No. 99, Revenue Region No. 16, Cagayan de Oro City. Consequently, all official transactions involving the use of the lost duplicate to quintuplicate copies of the issued Revenue Official Receipt should be verified. With respect to the unissued 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 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
14-1-03-1803

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