REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

May 2, 2013

REVENUE MEMORANDUM ORDER NO. 12 - 2013

SUBJECT : Prescribing Work-around Guidelines and Procedures in the Processing of Authority to Print (ATP) Official Receipts (ORs), Sales Invoices (SIs) and Other Commercial Invoices (CIs) in the Interim Period until the On-line ATP System Pursuant to Revenue Regulations (RR) No. 18-2012 is Fully Developed.

TO : All Internal Revenue Officers and Others Concerned

I. OBJECTIVE

This Order is issued to provide additional policies and uniform guidelines and procedures in the processing of Authority to Print ORs, SIs and CIs in the interim period until the On-line ATP System is available for implementation.

II. POLICIES

A. Only BIR Accredited Printers shall be authorized to print Principal and Supplementary Receipts and Invoices pursuant to RR No. 15-2012. However, Printers that were issued provisional accreditation number shall also be allowed to print principal and supplementary receipts/invoices. Sub-contracting to non-accredited printer/s is strictly prohibited;

B. Taxpayers engaged in business, government or private, that use manually-issued receipts/invoices shall abide by the guidelines and procedures set forth in this order;

C. Taxpayers engaged in business whether government or private, that use receipts/invoices issued thru Cash Register Machine/Point-Of-Sale Machines (CRM/POS) and/or Computerized Accounting System (CAS) [regulated in a separate revenue issuance] shall not be covered under this Order;

D. All the information required under this Order in the printing of ORs/SIs/CIs shall be pre-printed at the face of the loose-leaf receipts/invoices using computer-aided machines (e.g. MS Excel, etc.).

E. National Government Agencies, Government Owned and Controlled Corporations and Local Government Units referred herein to as Government Instrumentalities or GIs for brevity, engaged in *governmental* and/or *proprietary* function shall be guided by the following:

1. Governmental Function:

a. For unregistered governmental function, apply for registration with the BIR pursuant to Title IX, Chapter II, Section 236 of the NIRC as amended by filing BIR form 1903;

b. Not required to secure ATP in the printing of Government Accountable Form No. 51, Revenue Official Receipts (RORs), Tax Receipts and other receipts in whatever name or form being issued for governmental functions.

2. Proprietary Function (as defined in Revenue Regulations No. 18-2012):

a. For unregistered proprietary function

- If the registered address of the business activity is similar or co-located with the GI whose governmental function is already registered pursuant to Title IX, Chapter II, Section 236 of the NIRC as amended , the GI shall file a registration information update by filing BIR Form No. 1905 for the following:

  i. Business Activity/ies;
  ii. Additional Tax Type/s Details;
  iii. Trade Name (if applicable);
  iv. Books of Accounts

- If the registered address of the business activity is other than the registered address of the GI, the GI shall file an Application for Registration as Branch using BIR form No. 1903.

b. Required to secure ATP prior to the printing of its principal and supplementary receipts/invoices indicating all information required under this Order.

F. The application for ATP (BIR Form No. 1906, as revised, see Annex A) together with the necessary documentary requirements shall be submitted to the Revenue District Office (RDO)/Large Taxpayer Office (LT Office) concerned having jurisdiction over the Head Office (HO) of the taxpayer-applicant. However, the old BIR Form No. 1906 shall still be used until the revised form becomes available;

G. In the interim, all applications for ATP shall be processed using the Registration System of the Integrated Tax System (ITS) which shall generate the prescribed ATP under RMO No. 83-99, as amended by RMO No. 28-2002 (see Annex B). The following information shall be typed or printed on the ATP that will serve as guide/reference for accredited printers in printing principal and supplementary receipts and invoices, to wit:

1. Date of ATP;
2. Validity period of the ATP;
3. Printer's Accreditation Number; and
4. Date of Accreditation;

H. The buyer of goods on account or credit evidenced by a Charge Sales Invoice shall be entitled to claim input taxes. Upon collection of the account by the seller, a Collection Receipt (Supplementary Receipt) shall be issued to the client/buyer to evidence the receipt thereof;

I. The principal and supplementary receipts and invoices of the HO and each of the branches shall have its own independent series of serial number;

J. The ORs/SIs/CIs shall be printed showing among others the following (see Annex C for sample receipts/invoices):

1. Taxpayer's (TP) Registered Name;
2. TP's Business Name/style (if any);
3. A statement that the taxpayer is VAT or Non VAT registered followed by the Taxpayers Identification Number (TIN) and 4-digit Branch Code.(Example: VAT Registered TIN 123-456-789-0000);
4. Business address where such ORs/SIs/CIs shall be used;
5. Date of transaction;
6. Serial number of the OR/SI/CI printed prominently;
7. A space provided for the Name, Address and TIN of the buyer;
8. Description of the items/goods or nature of service;
9. Quantity;
10. Unit cost;
11. Total cost;
12. VAT amount (if transaction is subject to 12% VAT);
13. If the VAT taxpayer is engaged in mixed transactions, the amounts involved shall be broken down to: VATable Sales, VAT Amount, Zero Rated Sales, and VAT Exempt Sales;
14. For Non-VAT ORs/SIs, and other CIs (VAT or Non-VAT) such as delivery receipts, order slips, purchase orders, provisional receipts, acknowledgment receipts, collection receipts, credit/debit memo, job orders and other similar documents that form part of the accounting records of the taxpayer and/or issued to their customers, in addition to the above-enumerated applicable information, the phrase **"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"** in bold letters, shall be conspicuously printed at the face of the Non VAT ORs/SIs and other CIs;
15. Taxpayers whose transactions are not subject to VAT or Percentage Tax shall issue non-VAT principal receipts/invoices indicating prominently at the face of such receipts/invoices the word "EXEMPT".
16. If the taxpayer is subject to percentage tax under Title V of the NIRC as amended, but also sells goods/services under Section 109 (A) to (W), excluding (E) of the same Code, as amended by Republic Act No. 10378, the

non-VAT principal receipts/invoices shall indicate the breakdown of Sales Subject to Percentage Tax (SSPT) and Exempt Sales;

K. The following information shall be printed at the bottom portion of the OR/SI/CI:

1. Name, address and TIN of the accredited printer;
2. Accreditation number and the date of accreditation of the accredited printer;
3. ATP number, OCN, date issued (mm/dd/yyyy) and valid until (mm/dd/yyyy);
4. BIR Permit Number (if loose leaf OR/SI/CI);
5. Approved inclusive serial numbers of OR/SI/CI;
6. Security/Special markings/features of the accredited printer;
7. The phrase **"THIS INVOICE/RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE ATP."**

L. For taxpayers transacting with Senior Citizen/s (SC/s) and/or Person/s With Disability (PWD) pursuant with Republic Act No. 9994 known as "Expanded Senior Citizens Act of 2010", in addition to the information enumerated above, a space for the following shall also be required:

1. Senior Citizen TIN;
2. OSCA ID No./PWD ID No.;
3. Senior Citizen Discount/PWD Discount; and
4. Signature of the Senior Citizen/PWD.

However, for taxpayers whose transactions are not covered by RA 9994, the above information may not be indicated.

M. The sample format of principal and supplementary receipts/invoices (Annex C) contains the basic information required under this Order. Other information, size, and/or format as necessary depending on industry peculiarity and taxpayer needs are hereby allowed, provided that such receipts/invoices are compliant with this Order;

N. A taxpayer with expiring principal and supplementary receipts/invoices shall apply for a new ATP not later than sixty (60) days prior to the actual expiry date;

O. Consistent with RR No. 18-2012, a Committee on Destruction and Disposal of Surrendered Expired/Expiring Receipts/Invoices shall be created comprised of the following:

1. Revenue District Office
   Head- Assistant Revenue District Officer/Assistant Chief, LTDO
   Members – Chief, Assessment Section
   Chief, Administrative Section
   Chief, Taxpayer Service Section

2. Large Taxpayer Service
    a. Regular Large Taxpayer:
    Head- Assistant Chief, LT Assistance Division
    Members - Asst. Chief, LT Audit Division I
    Asst. Chief, LT Audit Division II
    Asst. Chief, LT Audit Division III
    Asst. Chief, Records Division (Administrative Service)
    Chief, Registration Section, LTAD
    b. Excise Large Taxpayer :
    Head- Assistant Chief, Excise Taxpayer Regulatory Division
    Members - Asst. Chief, LT Audit Division I
    Asst. Chief, LT Audit Division II
    Asst. Chief, Records Division (Administrative Service)
    Chief, Registration Section, ETRD

P. The RDO having jurisdiction over the taxpayer's branch office shall provide the RDO of the taxpayer's head office with the Report of Destruction and Disposal on ORs/SIs/CIs surrendered by taxpayer-branch office/s on or before the tenth (10th) day after the date of actual destruction.

Q. The Revenue Data Center (RDC) concerned shall act on technical issues and concerns raised by taxpayers. Conversely, operational issues shall be acted upon by RDO/LT Office concerned.

III. PROCEDURES

A. Taxpayer-Applicant

1. Submit inventory listing/s (Annex D), surrender the hardcopies of the unused/expired receipts/invoices together with photocopies of the old and new ATPs and corresponding Printer's Certificate of Delivery (PCD) to the RDO where it is registered. Branch office/s shall submit and surrender the same to the RDO/LT Office concerned where the branch is registered;

2. Choose the BIR Accredited Printer from the updated list of duly accredited printers available in the BIR website;

3. File the application for ATP (or by his/her authorized representative), with the supporting documents listed below (at the RDO/LT Office concerned where the Head Office is registered using the prescribed BIR Form):

    a. Original copy of sample layout/template of OR/SI/CI;
    b. Original Printer's Job Order;

c. Photocopy of previous ATP. If not available, the last series of the printed OR/SI/CI. New set of receipts/invoices shall continue with the last serial number indicated in the previous ATP issued. However, for printing machines with limited capacity as to the maximum range of serial numbers, the serial number may start from one (1) and prefixed with a special/alpha code to avoid duplication (e.g. A0001);

d. Photocopy of Loose-leaf Permit, if applicable.

(An authorized representative is a duly designated responsible officer/employee of the company with a written authorization duly signed by the taxpayer-applicant or a responsible officer/employee of the accredited printer as indicated in the ATP Application Form)

4. Sign in the office logbook as proof of actual receipt of the approved ATP.

B. **Taxpayer Service Section-Revenue District Office (TSS-RDO)/Registration Section (LT Assistance Division and Excise Taxpayer Regulatory Division-Large Taxpayer Service):**

1. Receive and process all applications for ATP strictly observing the provisions set forth under the BIR Citizen's Charter pursuant to Republic Act No. 9485 (Anti-Red Tape Act of 2007), provided all the requirements submitted are complete (all applications for ATP shall be stamped "Received" by the receiving office of the RDO/LT Office concerned);

2. Evaluate each application and documentary requirements for completeness, validity and compliance with existing policies on invoicing:

   a. If incomplete or non-compliant, return the application form together with the attached documents and list of lacking documents to the taxpayer-applicant who may re-apply or re-file the same once it has complied with the requirement(s);

   b. If complete or compliant, verify further the Taxpayer-applicant's information as indicated in the application form with the BIR website or Registration database.

3. Process and check completeness of documentary requirements submitted by the taxpayer-applicant;

4. Generate ATP with the corresponding OCN using the ITS;

5. Recommend approval of ATP BIR Form No. 1921;

6. Forward to RDO/Division Chief of LT Office processed ATP for final approval and signature;

7. Issue/release approved ATP to the taxpayer-applicant; require taxpayer-applicant to sign in the office logbook as proof of actual receipt of the ATP;

8. Receive inventory listing/s, hardcopy/ies of surrendered expired/expiring receipts/invoices, and photocopies of the old and new ATPs and PCDs from taxpayer.

C. **Revenue District Officer/Division Chief of LT Office Concerned**

1. Approve/disapprove Authority to Print;

2. Conduct regular massive information drive to all taxpayers with expiring ORs/SIs/CIs to apply for an ATP in the printing of new set of ORs/SIs/CIs.

D. **Committee on Destruction and Disposal of Unused/Expired/Expiring ORs/SIs/CIs**

1. Initiate and witness the weekly or as necessary, actual destruction and disposal of surrendered unused/expired/expiring principal and supplementary receipts/invoices of taxpayer/s;

2. Submit Report of Destruction and Disposal to RDO/Chief of the Division , on or before the fifth day after the date of actual destruction and disposal with the following attachments:

    a. Report with the following information:

        i. Veracity of the inventory of unused/expired/expiring principal and supplementary receipts/invoices surrendered by the taxpayer/s;
        ii. Manner of destruction (destruction shall be done in a manner that the receipts/invoices are already beyond re-use for issuance);
        iii. Manner of disposal of the destructed receipts/invoices.

    b. Photocopy of ATP and PCD for the new sets of principal and supplementary receipts/invoices;

    c. Inventory listing of unused/expired principal and supplementary receipts/invoices submitted by the taxpayer/s for destruction;

    d. Pictures of actual destruction.

3. The report of destruction and disposal shall be kept on file at the Office of the RDO / Chief of Division concerned, for future reference.

E. **Assessment Section of the RDO/ LTDO:**

1. Check the veracity of the surrendered hardcopies of unused/expired/expiring principal and supplementary receipts/invoices compared with the inventory listing/s, photocopies of the ATP and PCD submitted by the taxpayer/s;

2. Witness actual destruction and disposal and prepare the report of destruction and disposal for signature by all the committee members;

3. Submit the Report of Destruction and Disposal to the Office of the RDO.

F. **Administrative Section of the RDO/ LTDO:**

1. Conduct actual destruction and disposal of the unused/expired receipts /invoices after it was checked by the Officer of the Day - Assessment, as to its veracity;

2. Take pictures of its actual destruction and disposal;

3. Sign report of destruction and disposal.

G. **Records Division - Administrative Service:**

1. Receive from the taxpayer, duly accompanied by LTAD and/or ETRD representative, the hardcopy/ies of the unused/expired principal and supplementary receipts/invoices;

2. Conduct actual destruction and disposal of the expired receipts /invoices after it was checked by the Officer of the Day- Assessment, as to its veracity;

3. Take pictures of its actual destruction and disposal and submit to the Assistant Chief, Large Taxpayer Audit Division concerned;

4. Sign report of Destruction and Disposal.

H. **Regular Large Taxpayer Audit Division I, II and III and Excise LT Audit Division I and II:**

1. Check the veracity of the surrendered hardcopies of unused/expired/expiring principal and supplementary receipts/invoices compared with the inventory listing/s, photocopies of the ATP and PCD submitted by the taxpayer/s;

2. Witness actual destruction and disposal and prepare the report of destruction and disposal for signature by the committee members;

3. Submit report of destruction and disposal to the Office of the Chief LTAD and ETRD.

I. **National Office Data Center (NDC)/Revenue Data Center (RDC) concerned.**

1. Log ITS issues and concerns that may be raised by the Operations Group;

2. Resolve ITS issues;

3. Inform RDO/LT Office concerned on the resolution of issues and concerns.

IV. REPORTORIAL REQUIREMENTS

BIR Accredited Printers shall submit to the RDO/LT Office concerned the following:

1. Quarterly Report of Printer (BIR Form No. 1932, as revised, see Annex E), on or before the20thday of the month following the end of each calendar quarter;

2. Printer's Certificate of Delivery of Receipts/Invoices and the Sworn Statement of the taxpayer pursuant to Section 4 of RR No. 26-2003.

V. PENALTIES

Any act or omission violating any provisions of this Order shall be subject to penalty imposed pursuant to TITLE X, Chapters I, II, III and IV of the NIRC, as amended, in relation to other revenue issuances and regulations.

VI. TRANSITORY PROVISION

1. All unused/unissued principal and supplementary receipts/invoices printed prior to January 19, 2013 (effectivity of RR No. 18-2012) and those printed by printers which are not compliant with this Order shall be valid until June 30, 2013. The taxpayer shall submit an inventory list (see Annex D) of principal and supplementary receipts/invoices and surrender the hardcopies of the receipts/invoices to the RDO/LT Office concerned where the taxpayer is registered on or before July 10, 2013. Branch Office/s shall submit and surrender the same to the RDO/LT Office concerned where the branch is registered.

2. All new set/s of principal and supplementary receipts/invoices to be printed which are compliant with the requirements set forth under this Order shall have a validity period of five (5) years. All unused/expired/expiring ORs/SIs/CIs shall be surrendered together with an inventory listing to the BIR Office having jurisdiction over the taxpayer for destruction on or before the 10th day after the validity period of the expired receipts/invoices.

3. Pending the availability of the On-line ATP System, the scanned copy of the issued ATP shall be printed at the inside back portion of the cardboard cover of each booklet/pad of principal and supplementary receipts/invoices printed.

The size of the scanned copy shall be of the same size as that of the back cover of the booklet/pad.

4. ATPs generated thru the ITS pursuant to this Order, shall be migrated to the On-line ATP System upon its availability, the necessary guidelines and procedures of which shall be prescribed in a separate revenue issuance.

VII. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

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