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

____SEPTEMBER 5____, 2007

REVENUE MEMORANDUM ORDER NO. 24-2007

TO : **Assistant Commissioner/Head Revenue Executive Assistants, Large Taxpayers Service (ACIR/HREAs-LTS)**
Regional Directors
Revenue District Officers
Other Internal Revenue Officers Concerned

SUBJECT : **Revision of the BIR Form No. 1770 - Monthly Summary of Tax Returns Filed , Amending RMO No. 68-94**

To further improve the reporting and monitoring of tax returns filed in the Revenue District Offices and concerned divisions under the Regional Offices and Large Taxpayers Service (LTS), respectively; and in connection with the Bureau's Tax Forms Enhancement Program, the format of **BIR Form No. 1770 - Monthly Summary of Tax Returns Filed** is hereby revised (See Annex A).

The Revenue District Office/concerned division shall prepare revised BIR Form No. 1770 in duplicate and submit the original copy to the Regional Director/ACIR/HREAs-LTS **not later than the 15th day of the following month**. The duplicate copy shall be retained as file.

The Regional Director/ACIR-LTS shall then prepare in duplicate a **Consolidated Monthly Summary of Tax Returns Filed** (See Annex B) and submit original copy of said summary to the Chief, Statistics Division **not later than the 20th day of the following month.** The duplicate copy shall be retained as file.

This Order shall apply to tax returns received starting August, 2007. For the months of January to July, 2007 however, all concerned offices are required to submit revised reports in accordance with the revised form on or before September 15, 2007.

(Original Signed)
LILIA C. GUILLERMO
Deputy Commissioner
Officer-in-Charge