



## **Mandate:**

The Bureau of Internal Revenue shall be under the supervision and control of the Department of Finance and its powers and duties shall comprehend the assessment and collection of all national internal revenue taxes, fees, and charges, and the enforcement of all forfeitures, penalties, and fines connected therewith, including the execution of judgments in all cases decided in its favor by the Court of Tax Appeals and the ordinary courts. The Bureau shall give effect to and administer the supervisory and police powers conferred to it by this Code or other laws. (Section 2 of the National Internal Revenue Code of 1997)

## **Mission:**

We collect taxes through just enforcement of tax laws for nation-building and the upliftment of the lives of Filipinos

## **Vision:**

The Bureau of Internal Revenue is an institution of service excellence and integrity.

## **Guiding Principle:**

"Service Excellence with Integrity and Professionalism"

## **Core Values:**

- God-fearing
- Accountability
- Innovativeness
- Integrity
- Competency
- Transparency
- Patriotism



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# JANUARY

# 2020



SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Tax Deadlines

### HOLIDAYS:

- January 1 (New Year's Day)
- January 25 (Chinese New Year)

### Reminder:

Deadlines which fall on Weekends, Holidays and Non-Working Days shall automatically be moved to the next working day.

## DECEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

# BIR Tax Deadlines (As of July 31, 2019)

# JANUARY 2020

## 1 - Wednesday

- **SUBMISSION** of Consolidated Return of All Transactions based on the Reconciled Data of Stockbrokers - [Dec. 16-31, 2019](#)
- **SUBMISSION** of Engagement Letters and Renewals or Subsequent Agreements for Financial Audit by Independent CPAs – [FY beginning March 1, 2020](#)

## 5 - Sunday

- **SUBMISSION** of Summary Report of Certification issued by the President of the National Home Mortgage Finance Corporation - [Month of Dec. 2019](#)
- **e-FILING/FILING & e-PAYMENT/PAYMENT** of 2000 (DST) & 2000-OT (One Time Transactions) - [Month of Dec. 2019](#)

## 8 - Wednesday

- **SUBMISSION** of All Transcript Sheets of ORBs used by Dealers of Automobiles/Manufacturers/Toll Manufacturers/Assemblers/Importers of Alcohol Products, Tobacco Products, Petroleum Products, Non-Essential Goods, Sweetened Beverage Products, Mineral Products & Automobiles - [Month of Dec. 2019](#)
- **e-SUBMISSION** of Monthly e-Sales Report of all taxpayers using CRM/POS with TIN ending in even number - [Month of Dec. 2019](#)

## 10 - Friday

- **SUBMISSION** of Transcript Sheets of 2222 ORB - [Month of Dec. 2019](#)
- **SUBMISSION** of List of Buyers of Sugar Together with a Copy of Certificate of Advance Payment of VAT made by each buyer appearing in the List by a Sugar Cooperative - [Month of Dec. 2019](#)
- **SUBMISSION** of Information Return on Releases of Refined Sugar by the Proprietor or Operator of a Sugar Refinery or Mill - [Month of Dec. 2019](#)
- **SUBMISSION** of Monthly Report of DST Collected and Remitted by the Government Agency - [Month of Dec. 2019](#)
- **e-SUBMISSION** of Monthly e-Sales Report of all taxpayers using CRM/POS with TIN ending in odd number - [Month of Dec. 2019](#)
- **e-FILING/FILING & e-PAYMENT/PAYMENT** of 1600 together with Monthly Alphabet of Payees (MAP) & 1606 - [Month of Dec. 2019](#)
- **e-FILING & e-PAYMENT/REMITTANCE** of 1600 Withholding Tax Remittance Return for National Government Agencies (NGAs) - [Month of Dec. 2019](#)
- **FILING & PAYMENT/REMITTANCE** of 2200M Excise Tax Return for the amount of Excise taxes collected from payment made to Sellers of Metallic Minerals - [Month of Dec. 2019](#)

## 11 - Saturday

- **e-FILING** of 1601C – eFPS filers under Group E - [Month of Dec. 2019](#)

## 12 - Sunday

- **e-FILING** of 1601C – eFPS filers under Group D - [Month of Dec. 2019](#)

## 13 - Monday

- **e-FILING** of 1601C – eFPS filers under Group C - [Month of Dec. 2019](#)

## 14 - Tuesday

- **e-FILING** of 1601C – eFPS filers under Group B - [Month of Dec. 2019](#)

## 15 - Wednesday

- **REGISTRATION** of Bound Loose Leaf Books of Accounts/Invoices/Receipts & Other Accounting Records - [CY ending Dec. 31, 2019](#)
- **SUBMISSION** of List of Medical Practitioners – [CQ ending Dec. 31, 2019](#)
- **SUBMISSION** of Notarized Income Payee's Sworn Declaration of Gross Receipts/Sales with required attachments of Individuals to the

- payee or withholding agent - [CY 2020](#)
- **SUBMISSION** of Quarterly List (with Monthly Breakdown) of Contractors of Gov't. Contracts entered into by the Provinces/Cities/Municipalities/Barangays - [CQ ending Dec. 31, 2019](#)
- **SUBMISSION** of Monthly Summary Report/Schedule of Transfer of Titled & Untitled Properties by City or Municipal Assessors, RDs & LRAs - [Month of Dec. 2019](#)
- **SUBMISSION** of Summary List of Blank OCTs/TCTs/CCTs issued to all RDs - [Month of Dec. 2019](#)
- **SUBMISSION** of Copy of Quarterly Updates of Assessment Roll (List of existing Tax Declaration of Real Properties) from LGUs thru its Local Treasurer - [CQ ending Dec. 31, 2019](#)
- **e-SUBMISSION** of Quarterly Summary list of Machines (CRM-POS) sold by all Machine Distributors/Dealers/Vendors/Suppliers - [TQ ending Dec. 31, 2019](#)
- **e-FILING & e-PAYMENT/REMITTANCE** of 1601C Withholding Tax Remittance Return for National Government Agencies (NGAs) - [Month of Dec. 2019](#)
- **e-FILING/FILING & e-PAYMENT/PAYMENT** of 1702 RT, MX & EX with required attachments - [FY ending Sept. 30, 2019](#)
- **FILING & PAYMENT** of 1704 - [CY ending Dec. 31, 2018](#)
- **FILING & PAYMENT** of 2200M Excise Tax Return for Mineral Products - [CQ ending Dec. 31, 2019](#)
- **FILING & PAYMENT** of 1707A by Corporate Taxpayers - [FY ending Sept. 30, 2019](#)
- **e-FILING** of 1601C - eFPS filers under Group A - [Month of Dec. 2019](#)
- **FILING & PAYMENT/REMITTANCE** of 1601C – Non-eFPS filers - [Month of Dec. 2019](#)

## 16 - Thursday

- **SUBMISSION** of Consolidated Return of All Transactions based on the Reconciled Data of Stockbrokers - [Jan. 1-15, 2020](#)

## 20 - Monday

- **SUBMISSION** of Quarterly Information on OCWs or OFWs Remittances Exempt from DST furnished by the local banks & non-bank money transfer agents - [TQ ending Dec. 31, 2019](#)
- **SUBMISSION** of Quarterly Report of Printer - [TQ ending Dec. 31, 2019](#)
- **FILING & PAYMENT** of 2550M - Non-eFPS filers - [Month of Dec. 2019](#)
- **e-FILING/FILING & e-PAYMENT/REMITTANCE** of 1600 WP - [Month of Dec. 2019](#)
- **e-PAYMENT** of 1601C for Group E, D, C, B & A - [Month of Dec. 2019](#)

## 21 - Tuesday

- **e-FILING** of 2550M - eFPS filers under Group E - [Month of Dec. 2019](#)

## 22 - Wednesday

- **e-FILING** of 2550M - eFPS filers under Group D - [Month of Dec. 2019](#)

## 23 - Thursday

- **e-FILING** of 2550M - eFPS filers under Group C - [Month of Dec. 2019](#)

## 24 - Friday

- **e-FILING** of 2550M - eFPS filers under Group B - [Month of Dec. 2019](#)

## 25 - Saturday

- **SUBMISSION** of Quarterly Summary List of Sales/Purchases by a VAT Taxpayer – Non-eFPS – [TQ ending Dec. 31, 2019](#)

- **SUBMISSION** of Sworn Statement of Manufacturer's or Importer's Volume of Sales of each particular brand of Alcohol, Tobacco Products & Sweetened Beverage Products - [TQ ending Dec. 31, 2019](#)
- **e-FILING/FILING & e-PAYMENT/PAYMENT** of 2550Q & 2551Q for eFPS & Non-eFPS filers - [CQ ending Dec. 31, 2019](#)
- **e-FILING/e-PAYMENT** of 2550M - eFPS filers under Group A - [Month of Dec. 2019](#)
- **e-PAYMENT** of 2550M for Group E, D, C & B - [Month of Dec. 2019](#)

## 29 - Wednesday

- **e-FILING/FILING & e-PAYMENT/PAYMENT** of 1702Q - [FQ ending Nov. 30, 2019](#)

## 30 - Thursday

- **REGISTRATION** of Computerized Books of Accounts & Other Accounting Records in electronic format - [CY ending Dec. 31, 2019](#)
- **SUBMISSION** of Inventory List - [CY ending Dec. 31, 2019](#)
- **eSUBMISSION** of Quarterly Summary List of Sales/Purchases by a VAT Taxpayer - eFPS filers - [TQ ending Dec. 31, 2019](#)
- **SUBMISSION** of required hard copies of Financial Statement & scanned copies of Form 2307 to e-Filed 1702 RT, MX & EX - [FY ending Sept. 30, 2019](#)

## 31 - Friday

- **SUBMISSION** of Sworn Statement by every Lessee/Concessionaire/Owner/Operator of Mines or Quarry/Processor of Minerals/Producers or Manufacturers of Mineral Products – [2nd Semester of 2019](#)
- **SUBMISSION** of Sworn Declaration of Motels & Other Similar Establishments – [TY 2019](#)
- **SUBMISSION** of Sworn Statement by Senior Citizens whose Annual Income does not exceed the poverty level as determined by NEDA thru the NSCB – [TY 2019](#)
- **SUBMISSION** of Sworn Certification from the International Carrier stating that there is no change in the Domestic Laws of its Home Country Granting Income Tax Exemption to Philippine Carriers – [CY 2020 for Exemptions issued in 2019](#)
- **SUBMISSION** of Annual information by all Accredited Tax Agents/Practitioners to be submitted to RNAB/RRAB – [TY 2019](#)
- **SUBMISSION** of Annual Alphabetical List of Professionals/Persons who were issued Professional/Occupational Tax Receipt by LGUs – [CY ending Dec. 31, 2019](#)
- **SUBMISSION** of Contract of Lease and Information on Lessee/Lessors/Sub-Lessors of Commercial Establishments, Buildings or Spaces for Tenants – [July 1 to December 31, 2019](#)
- **e-FILING/FILING** of 1604-C/1604-F with Annual Alphabet of Payees - [CY 2019](#)
- **e-FILING/FILING & e-PAYMENT/PAYMENT** of 1601-EQ & 1601-FQ with Quarterly Alphabet of Payees, 1602Q & 1603Q - [CQ ending Dec. 31, 2019](#)
- **e-PAYMENT/PAYMENT** of Annual Registration Fee for Businesses & Self-Employed Individuals - [CY 2020](#)
- **SUBMISSION** of Notarized Income Payor/Withholding Agent's Sworn Declaration with List of Payees - [CY 2020](#)
- **DISTRIBUTION** of 2316 Certificate of Compensation Payment/Tax Withheld for Compensation Payment With or Without Tax Withheld (for Employees) - [CY 2019](#)
- **DISTRIBUTION** of 2304 to all Income Recipients of payment not subject to Withholding Tax excluding Compensation Income – [CY 2019](#)



# FEBRUARY 2020



SUN	MON	TUE	WED	THU	FRI	SAT
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

## ■ Tax Deadlines

### HOLIDAY:

- February 25 (Edsa Revolution Anniversary)

### Reminder:

Deadlines which fall on Weekends, Holidays and Non-Working Days shall automatically be moved to the next working day.

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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