

Provision of Technical Assistance to Barangay Treasurers for BIR Remittances

The Accounting Office assists the Barangay Treasurers to comply with the requirement of BIR to withhold and remit Monthly & Quarterly taxes.

Office or Division:	Accounting Office			
Classification:	Simple			
Type of Transaction:	Government to Government Official			
Who may avail:	Barangay Treasurers or Authorized Representatives			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. List of withheld taxes or paid Disbursement Vouchers			1. Accounting Office	
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive documents	none	1 min	Barangay Record Keeper Accounting Office
2. Answer queries of Barangay Record Keeper, if any	2. Input and send data to BIR System	none	1 hour	Barangay Record Keeper Accounting Office
3. Wait for the notification of e-mail reply from BIR	3. Wait for the notification of e-mail reply form BIR	none	2 days	Barangay Record Keeper Accounting Office

4. Return to Accounting Office to get BIR printouts	4.1 Print alphalist & BIR e-mail reply 4.2 Release BIR printouts to Barangay Treasurer	none	5 min	Barangay Record Keeper Accounting Office
	TOTAL	none	2 days, 1 hour, 6 min	