

## 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.

<b>Office or Division:</b>	Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government Official			
<b>Who may avail:</b>	Barangay Treasurers or Authorized Representatives			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. List of withheld taxes or paid Disbursement Vouchers			1. Accounting Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL</b>	none	2 days, 1 hour, 6 min	