

[REVENUE REGULATIONS NO. 16-2002, OCTOBER 11, 2002, October 11, 2002]

**MODES OF AND PROCEDURE FOR THE PAYMENT OF INTERNAL REVENUE TAXES THROUGH AUTHORIZED AGENT BANKS
AMENDING REVENUE REGULATIONS NO. 4-97, AS AMENDED BY
REVENUE REGULATIONS NO. 6-98**

SECTION 1. Scope. — Pursuant to Section 244 of the National Internal Revenue Code of 1997 (CODE) in relation to Sections 8, 12, 56, 58, 81, 103, 114, 128, 130, 200 and 245, all of the same Code, these Regulations are hereby promulgated to amend Revenue Regulations No. 4-97, as amended by Revenue Regulations No. 6-98, on the provisions relative to acceptable modes of payment of internal revenue taxes coursed through authorized agent banks (AABs), the recording of such payments and issuance of validated BIR-prescribed deposit slips which likewise serve as acknowledgment receipts for payments of taxes deposited by taxpayers for BTR-BIR account, and the control mechanisms to deter and detect the diversion of tax payments.

SECTION 2. Recording of BIR Tax Payments by the AABs. —

A) All internal revenue taxes collected through authorized agent banks (AABs) shall be credited to the demand deposit accounts opened and maintained by the Bureau of Treasury (BTr) for BIR in the head offices of AABs;

B) Head offices of AABs shall assign and maintain a separate general ledger account for said BTr demand deposit accounts;

C) Using the online tellering system, the bank tellers shall immediately post the BIR tax payments they collect by crediting the BTr demand deposit accounts in the head offices of the AABs, instead of recording them as mere payables to BTr at the end of each banking day in the AABs' backrooms.

D) In filing a tax declaration and making payment to an AAB, a taxpayer must accomplish and submit a BIR-prescribed deposit slip which AAB's must design, print and make available in all participating branches. The deposit slip must in addition to those needed by the bank, provide for the following information:

- Transaction Date
- Name of Taxpayer
- TIN
- BTR-BIR Account Number
- Account Name which must be BTR-BIR

- Name of Drawee Bank
- Check Number
- Bank Debit Advice Number (for debit system payments)
- Amount

E) The bank teller shall machine validate the BIR-prescribed deposit slip accomplished by the taxpayer as evidence that the BIR tax payment was deposited to the account of the BTr. Said deposit slip shall be accomplished and issued in triplicate copies, distributed as follows: original (taxpayer's copy), duplicate (AAB's copy) and triplicate (to be attached to the tax return. Additionally, the AAB receiving the tax return/payment form shall also machine validate and stamp mark the word "Received" on the return/payment form as proof of filing the return/payment form and payment of the tax by the taxpayer. The machine validation on the return/payment form shall reflect the date of payment, amount paid and transaction code, the name of the bank, branch code, teller's code and teller's initials.

F) Before 12:00 NN of the following banking day, the head offices of the AABs shall provide to BTR/BIR the daily total amount of BIR taxes they collected.

G) After receipt of payment but not later than 24 hours thereafter, the AAB branch shall encode into the LBDE System and transmit to the concerned BIR Data Center, the below data and copy furnish the AAB head office.

1. Date of the transaction;
2. Name of the taxpayer;
3. Taxpayer Identification Number (TIN) of the taxpayer;
4. Tax type which is being paid for;
5. Return period for the tax type being paid for;
6. Amount of tax paid;
7. Name of the drawee bank and check number, for tax payments through checks;

SECTION 3. Modes Of Payment To AABs. — Aside from the electronic payment system currently used by some taxpayers in paying their BIR taxes, the rest shall pay their tax liabilities through any of the following modes: a) over-the-counter cash payments; b) bank debit system; or c) check payment system.

a) *"Over-the-counter cash payment"* refers to payment of tax liabilities to authorized agent bank in the currencies (paper bills or coins) that are legal tender in the Philippines. The maximum amount allowed per tax payment shall not exceed ten thousand pesos (P10,000.00)

b) *"Bank debit system"* refers to the system whereby a taxpayer, through a bank debit memo/advice, authorizes withdrawals from his/its existing bank accounts for payment of tax liabilities.