

ANNEX “F1”

REVENUE DISTRICT NO. _____

REVENUE REGION NO. _____

Mission Order No. :

Date of Mission Order :

STANDARD INVENTORY VERIFICATION REPORT

PROFILE OF TAXPAYER

Name of Taxpayer	
TIN	
Address of Head Office	
Address of Branch(es) – if any	
Address of Warehouse(s) – if any	
Nature of Business	
Product Line(s)	
PSIC Code	
Other sources of income subject to business tax	

INVENTORY STOCKTAKING

Date(s)	
Time	
Location(s)	

SUMMARY OF INVENTORY COUNT

	Per Submitted Inventory List	Per Count	Difference
Raw Materials			
Work in Process			
Finished Goods			
Supplies			
Stock-in-trade			
Others			

OTHER INVENTORIES

	Item	Quantity
Consigned units out (owned)		
Consigned units on hand Not owned, if held for not more Than 60 days)		
Damaged/obsolete items		

OTHER INFORMATION

Valuation Used		
<input type="checkbox"/> Cost	<input type="checkbox"/> Market	<input type="checkbox"/> Lower of Cost or Market
Costing Method		
<input type="checkbox"/> Specific Identification	<input type="checkbox"/> FIFO	<input type="checkbox"/> LIFO
<input type="checkbox"/> Moving Average	<input type="checkbox"/> Average	<input type="checkbox"/> Others (Specify)
Inventory Accounting System		
<input type="checkbox"/> Periodic	<input type="checkbox"/> Perpetual	
Inventory Record Keeping		
<input type="checkbox"/> Manual	<input type="checkbox"/> Computerized	

SUMMARY OF FINDINGS

COMPUTATION OF DEFICIENCY INCOME TAX

Basic Deficiency Income Tax	P
Surcharge (if applicable)	
20% Interest p.a. from _____ to _____	
Compromise Penalties	
Total Amount Due	P =====

COMPUTATION OF DEFICIENCY VAT

Basic Deficiency VAT	P
Surcharge (if applicable)	
20% Interest p.a. from _____ to _____	
Compromise Penalties	
Total Amount Due	P =====

COMPUTATION OF DEFICIENCY PERCENTAGE TAX

Basic Deficiency Percentage Tax	P
Surcharge (if applicable)	
20% Interest p.a. from _____ to _____	
Compromise Penalties	
Total Amount Due	P =====

Submitted by:

Revenue Officer

Revenue Officer

Revenue Officer

Revenue Officer

Group Supervisor