



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Application for Authority to Print Receipts and Invoices

BIR Form No.

1906

January 2000 (ENCS)

Fill in applicable spaces. Mark all appropriate boxes with an "X".

1	TAXPAYER'S TIN	<input style="width: 90%; height: 20px;" type="text"/> <small>TIN of the Branch</small>	2	RDO CODE	<input style="width: 90%; height: 20px;" type="text"/>
3	TAXPAYER'S NAME	<input style="width: 95%; height: 25px;" type="text"/> <i>XYZ Corporation (Quezon Avenue Branch)</i>			
<small>(Last Name, First Name, Middle Name, if individual/ Registered Name, if non-individual) Description of the Branch</small>					
4	TRADE NAME	<input style="width: 95%; height: 25px;" type="text"/> <i>Tradename of the Branch</i>			
5	BUSINESS ADDRESS	<input style="width: 95%; height: 25px;" type="text"/> <i>(Address of the Branch)</i>			
					6
					ZIP CODE
<input style="width: 95%; height: 25px;" type="text"/>					
7	PRINTER'S TIN	<input style="width: 90%; height: 20px;" type="text"/>			
8	PRINTER'S NAME	<input style="width: 95%; height: 25px;" type="text"/>			
<small>(Last Name, First Name, Middle Name, if individual/ Registered Name, if non-individual)</small>					
9	PRINTER'S BUSINESS ADDRESS	<input style="width: 95%; height: 25px;" type="text"/>			

10 DESCRIPTION OF RECEIPTS AND INVOICES <small>(ATTACH ADDITIONAL SHEETS IF NECESSARY)</small>								
DESCRIPTION	TYPE		NO. OF BOXES/BOOKLETS		NO. OF SETS PER BOX/BOOKLET	NO. OF PLY / COPIES PER SET	SERIAL NO.	
	VAT	NON-VAT	Loose	Bound			START	END

11 DECLARATION

I declare, under the penalties of perjury, that this application has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.

(Responsible official of the head office)
 Name of the company-head office
TIN of the company-head office
 TAXPAYER/AUTHORIZED AGENT
 (Signature over printed name)

 TITLE/POSITION OF SIGNATORY

Stamp of BIR Receiving Office
and Date of Receipt

(To be filled up by BIR)
 Attachments complete?
 Yes No
 Date of Release of Authority to Print

- ATTACHMENTS:**
- For New Taxpayers:
- Job order
 - Final and clear sample of receipts and invoices (machine printed)
 - Photocopy of the following:
 - Application for Registration/ TRU Form or
 - Photocopy of Taxpayer Identification Number Card
 - Proof of payment of Registration Fee
 - BIR Certificate of Registration

- For Old Taxpayers:
- Job Order
 - Final and clear sample of receipts and invoices - (for a different type of receipt or invoice)
 - Photocopy of the following:
 - Proof of payment of Registration Fee
 - Previous Authority to Print Receipts and Invoices
 - BIR Certificate of Registration
 - Last booklet printed (for verification)

REMINDER: Only the head office shall file the "Application for Authority to Print Receipts and Invoices (ATP)". One application should be filed and one permit should be issued for every establishment (head office or each branch). The data that should appear in the ATP are the data pertaining to the establishment that will use the receipts/invoices.