

**ATTACHMENT “A”**

**REPORTS REQUIRED BY TAXPAYER ASSISTANCE SERVICE FROM REGIONAL AND DISTRICT OFFICES**

<b>REPORT NAME</b>	<b>DEADLINE FOR SUBMISSION</b>	<b>DISTRIBUTION</b>	<b>E-MAIL ADDRESS WHERE REPORT SHALL BE SUBMITTED</b>
1. <b>TAS Report #007 – Report on Registration by “Taxpayer Type”</b>	on or before the 10 <sup>th</sup> day of the following month	Taxpayer Service Programs and Monitoring Division	tspmd_tas@bir.gov.ph
2) <b>TAS Report #008 – Registration by “Tax Type”</b>	-do-	-do-	-do-
3) <b>TAS Report #009 – Summary Report of New Registrants</b>	-do-	-do-	-do-
4) <b>TAS Report #001 – Report on the Results of Taxpayer Service Activities</b>	-do-	- do -	- do -
5) <b>Consolidated Monthly Result of Posting &amp; Monitoring Report</b>	on or before the 15 <sup>th</sup> day of the following month	-do-	-do-
6) <b>Monthly Report on TRU Phase I Validated Records sent to ISOS for Upload (RMO 79-99 Annex A)</b>	on or before the 25 <sup>th</sup> day of the following month	-do-	-do-

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7) <b>Monthly Report on Registration Information Updates &amp; Exemption Updates Forms sent to ISOS (RMO 79-99 Annex B)</b>	on or before the 25 <sup>th</sup> day of the following month	Taxpayer Service Programs and Monitoring Division -	tspmd_tas@bir.gov.ph
8. <b>Monthly Report on Applications for Registration of Branches sent to ISOS (RMO 79-99 Annex C)</b>	-do-	-do-	-do-
9. <b>Monthly Report on the Resolution of Suspended TRU/Registration Data Determined After Upload (RMO 79-99 Annex D)</b>	-do-	-do-	-do-
10. <b>Monthly Report on the Resolution of Suspended TRU II Records Determined Before &amp; After Upload (RMO 40-2000 Annex A)</b>	-do-	-do-	-do-
11. <b>Status of Multiple and Identical TIN Clean Up</b>	-do-	-do-	-do-
12. <b>List of Cancelled/Deactivated TINs &amp; Transferred Taxpayer Records</b>	-do-	-do-	-do-
13. <b>Status Report on Adopted Taxpayers Requested for Transfer</b>	-do-	-do-	-do-

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<b>14. TAS Report #003 – Plans, Schedules &amp; Actual Accomplishment Report on the Tax Campaign Activities/Public Dialogue</b>	on or before the 10 <sup>th</sup> day of the month following the quarter	Taxpayer Service Programs and Monitoring Division	tspmd_tas@bir.gov.ph
<b>15. TAS Report #004 – Quarterly Advance Schedule of “Officer-of-the-Day” to Man the Taxpayer Service Counter</b>	on or before the 10 <sup>th</sup> day of the month before the start of the quarter	- do -	- do -
<b>16. TAS Report #005 – Quarterly Inventory of Forms (External Forms)</b>	on or before the 10 <sup>th</sup> day of the month following the quarter	- do -	- do -
<b>17. Quarterly Inventory of Permits Issued and Pending Applications To Use Computerized Accounting System or Components Thereof</b>	on or before the 15 <sup>th</sup> day of the month following the quarter	-do-	-do-
<b>18. TAS Report #002 – Annual Plans and Schedules of Tax Campaign/Public Dialogue</b>	on or before January 10 <sup>th</sup> of the current year		
<b>19. Annual Request for Forms Allocation</b>	on or before July 31 <sup>st</sup> of the current year	-do-	-do-

Fn: TAS reports