

1601 CSEP2022 BT1

## PAYMENT REQUEST FORM

Date Requested: 19-Dec-22

Date Needed: ASAP

Mode of Payment: Cash ☐ X Online ☒ Check ☐ If the request is above Php 1,000.00, cheque will be released.

Payee: Bureau of Internal Revenue

Department: Accounting

Amount: ₱ 14,441.21

Expense Type: TAXES EXPENSES

Purpose: Payment for 1601C of BOXTALKS INC. for the month of September 2022

Remarks:

## Attachment (if applicable):

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and 1 valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants)
- ☐ Billing statement for the applicable month.
- ☐ COR / BIR 2303 FORM

## BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank: SECURITY BANK CORP.  
 Account Name: BOXTALKS INC.  
 Account Number: 0000-005332-752

REQUESTED BY: Maureen Mae Linssen Dieza  
 Name Over Signature/ Date

APPROVED BY:   
 (Immediate Head)

For incomplete attachment

APPROVED BY: \_\_\_\_\_  
 Legal and Operation Heads

Note: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form &amp; complete supporting documents.

Please attach approved quotation(s) or any proof to support your request. This form will only be used for NON P.O Item(s) such as contracts &amp; permits payments.

## FOR ACCOUNTING ONLY

## Accounting Dept:

Processed by: \_\_\_\_\_

Name Over Signature/ Date \_\_\_\_\_

## Finance Dept:

Processed by: \_\_\_\_\_

Name Over Signature/ Date \_\_\_\_\_

Verified By: \_\_\_\_\_

Name Over Signature/ Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Name/ Date \_\_\_\_\_

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