

PAYMENT REQUEST FORM

Date Requested: 19-Dec-22

Date Needed: ASAP

Mode of Payment: ☐ Cash ☒ Online ☐ Check

If the request is above Php 1,000.00, cheque will be released.

Payee: Bureau of Internal Revenue

Department: Accounting

Amount: ₱ 400,000.00

Expense Type: TAXES EXPENSES

Purpose: Payment for BIR Form DST 2000 of BOXTALKS INC. for the increase in paid up capital

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:

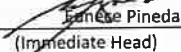
Bank: SECURITY BANK CORP.
Account Name: BOXTALKS INC.
Account Number: 0000-005332-752

REQUESTED BY:

Maureen Mae Linssen Dieza

Name Over Signature/ Date

APPROVED BY:


Janese Pineda
(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 & 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 & permits payments.

FOR ACCOUNTING ONLY

Accounting Dept:

Processed by:

Name Over Signature/ Date

Finance Dept:

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3