

## PAYMENT REQUEST FORM

Date Requested: 15-Mar-23

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: ₱ 45,000.00

Expense Type: TAXES EXPENSES

Purpose: Payment for BIR 0605 MC Audit of BOXTALKS INC. for the month of December 2021

Remarks:

**Attachment (if applicable):**

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and 1valid 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 attachedment**

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:**

Processed by:  
Name Over Signature/ Date

Verified By:  
Name Over Signature/ Date

Approved by:  
Name/ Date

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