

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Quezon City

September 22, 2008

REVENUE MEMORANDUM CIRCULAR No. 69-2008

SUBJECT : Missing Triplicate Copy from One Issued Set BIR Form No. 2311 – Tax Debit Memo, and Cancellation of One (1) Unissued Set of the Same Accountable Form

TO : All Internal Revenue Officials, Employees and Others Concerned

Notice is hereby given of the cancellation of the missing triplicate copy of one (1) issued set of BIR Form No. 2311 - Tax Debit Memo (TDM) bearing serial number **TDM200600002320**, and another one (1) unissued set of the same accountable form bearing the hereunder stated serial number, to wit:

TDM200600003320

The abovementioned forms were cancelled since the triplicate copy of the issued TDM bears the same serial number as that of the unissued set, as per report by Ms. Ma. Judy C. Regalario, OIC-Chief, Collection Programs Division. All official transactions involving the use of said cancelled accountable forms are therefore considered as INVALID.

Internal Revenue Officials, employees and others concerned are requested to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

(Original Signed)
CELIA C. KING
OIC-Deputy Commissioner
Resource Management Group