



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

Quezon City

BUREAU OF INTERNAL REVENUE  
RECORDS MGT. DIVISION

MAY 02 2014

RECEIVED

April 24, 2014

REVENUE MEMORANDUM CIRCULAR No. 31-2014

SUBJECT : Missing Original Copy from One (1) Unused Set of BIR Form No. 2311-  
Tax Debit Memo

TO : All Internal Revenue Officials, Employees and Others Concerned

Notice is hereby given of the missing original copy from one (1) unused set of BIR Form No. 2311 – Tax Debit Memo (TDM) with the hereunder stated serial number, to wit:

**TDM200800003966**

The abovementioned copy was reported as missing by Ms. Melba S. Malihan, Ms. Ma. Niña C. Babida, and Mr. Conrado P. Item, assigned at the Office of the Miscellaneous Operations Monitoring Division. Consequently, the entire TDM set bearing the said serial number is hereby cancelled. All official transactions involving the use thereof is therefore considered as INVALID.

Internal Revenue officials, employees and others concerned are requested to promptly notify this Office in the event that the aforesaid form is found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

*Celia C. Kl...*  
CELIA C. KL...

Deputy Commissioner

Resource Management Group

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