

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Quezon City

February 04, 2011

**REVENUE MEMORANDUM CIRCULAR No. 6-2011**

**SUBJECT :** Loss of several Revenue Official Receipts-BIR Form No. 2524

**TO :** All Internal Revenue Officials, Employees and Others Concerned

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Notice is hereby given of the loss of the accountable forms hereunder listed together with other pertinent information, to wit:

Accountable Form	Serial Number	Missing Copy/Set
BIR Form No. 2524 (Rev. Official Receipt)	ROR200904165451- ROR200904165456	Quintuplicate copies from 6 sets (issued)
BIR Form No. 2524 (Rev. Official Receipt)	ROR200904165457- ROR200904165500	44 sets (unissued)
BIR Form No. 2524 (Rev. Official Receipt)	ROR200902713251- ROR200902713283	Quintuplicate copies from 33 sets (issued)
BIR Form No. 2524 (Rev. Official Receipt)	ROR200902713284- ROR200902713300	17 sets (unissued)

The loss of the said accountable forms was reported by Ms. Norosalam G. Lantud, Revenue Officer II, Revenue District Office No. 102, Revenue Region No. 16, Cagayan de Oro City. Consequently, all official transactions involving the use of the lost quintuplicate copies of the issued Revenue Official Receipt should be verified. With respect to the unissued sets, the same have been cancelled and all official transactions involving the use thereof are 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 and to promptly notify this Office of any such event.

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