



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

August 17, 2015

REVENUE MEMORANDUM CIRCULAR No. 46-2015

**SUBJECT :** Loss of Several Accountable Forms

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

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 (Revenue Official Receipt)	ROR201300208105- ROR201300208149	45 sets (used/filled up)
BIR Form No. 2524 (Revenue Official Receipt)	ROR201300208150- ROR201300209000	851 sets (unissued/unused)
BIR Form No. 2524 (Revenue Official Receipt)	ROR201300204440- ROR201300204529	90 sets (used/filled up)
BIR Form No. 2524 (Revenue Official Receipt)	ROR201300204530- ROR201300204600	71 sets (unissued/unused)
BIR Form No. 0535 (Taxpayer Information Sheet)	TIS201100157714- TIS201100157750	37 sets (unused)

The loss of the said accountable forms was reported by Ms. Robena C. Nicolas, Revenue Collection Officer, Revenue District Office No. 89, Revenue Region No. 14, Government Center, Candahug, Palo, Leyte. Consequently, the same accountable forms 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 promptly notify this Office in the event that the aforesaid forms are found and to take the necessary measures to prevent the improper or fraudulent disposition or use of the same.

BUREAU OF INTERNAL REVENUE,  
RECORDS MGT. DIVISION

AUG 26 2015

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RECEIVED

*Celia C. King*  
CELIA C. KING

Deputy Commissioner

Resource Management Group

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