

**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

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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