

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

August 12, 2003

REVENUE MEMORANDUM ORDER NO. 29-2003

SUBJECT : BIR Text Raffle Promo: "Bayan, I-txt ang Resibo" – PART II

TO : All Assistant Commissioners, Regional Directors, Revenue District Officers and Other Internal Revenue Officers Concerned

The issuance of receipts is one of the most important aspects of effective tax administration. To emphasize this fact, the Bureau has implemented, over the past years, a series of raffle promos intended to encourage the taxpaying public to habitually ask for receipts for their purchases of goods and services, and thus compelling commercial establishments to issue receipts.

Among the more recent of these raffle promos was the "Bayan, I-txt ang Resibo" which culminated in September 30 of this year. Given the formula of success of this last promotion, and the need to continually encourage the taxpaying public to ask for receipts and ensure the issuance of receipts by business establishments, Part II of "Bayan, I-txt ang Resibo" will be implemented through this Order. As it was in Part I, the raffle promo will again make use of the Short Messaging System (SMS), popularly known as text messaging, in keeping with the current developments in Information and Communications Technology (ICT).

I. Objectives

This Order is being issued to:

1. Improve tax awareness by encouraging consumers to habitually demand official receipts for goods purchased and services rendered;
2. Involve the private sector in the government's aim to increase revenue collection;

3. Promote voluntary compliance from taxpayers and thereby generate revenues; and
4. Enhance the bureau's databank for the effective audit of tax liabilities.

II. Definition of Terms

1. **Valid Entry** – is an entry that contains the required receipt information sent by a consumer via the SMS. A valid entry entitles a consumer to join the raffle promo.
2. **Wrong Entry** - is an entry that lacks one, some or all of the required receipt information sent by a consumer via the SMS. A wrong entry does not entitle the consumer to join the raffle promo.
3. **Official Receipt (OR)** – is a receipt issued for the payment of services rendered or goods sold. It contains the following information:
 - a. Business name and address;
 - b. Taxpayer Identification Number (TIN)
 - c. Name of printer (BIR Permit No.) with inclusive serial number of booklets and date of issuance of receipts.

This term shall likewise include Official Receipts issued by any government office or agency, as well as machine-validated utility bills or statements of account that bears the above information (3.a – 3.c).

4. **Sale Invoice (SI)/Cash Invoice (CI)** – is a written account of goods sold or services rendered and the prices charged therefore used in the ordinary course of business evidencing sale and transfer or agreement to sell or transfer of goods and services. It contains the same information found in the Official Receipt.
5. **Cash Register Machine/Point of Sales (CRM/POS) Receipt** – is a receipt generated from machines that may or may not be electronically connected to Computerized Accounting System (CAS) or to a central server via network. It shall contain the information as provided for in Section II.3 hereof.

6. **Spurious Receipt** – is a receipt that lacks one, some or all of the elements of a valid receipt.
7. **Weekly Draw** – The weekly draw shall cover the days preceding the day of the weekly draw as specified in Section III.1.a hereof (e.g. September 15 to October 9 for the October 10, 2003 draw date; November 27 – December 4 for the December 5, 2003 draw date).
8. **Monthly Draw** – The monthly draw shall cover the days prior to the day of the monthly draw as provided for in Section III.1.b hereof (e.g. September 15 to October 30 for the October 31, 2003 draw date; October 31 - November 27 for the November 28, 2003 draw date).
9. **Christmas Draw** – The Christmas draw shall cover the period from September 15, 2003 to December 14, 2003.
10. **Bonanza Draw** – The Bonanza draw shall cover all receipts sent or entered prior to the date of the said draw which shall be held if there are accumulated savings from the allotted fund.

III. Policies

In order to attain the objectives, the following policies are hereby prescribed:

1. The raffle of official receipts shall be conducted as follows:
 - a. **Weekly Draw** – there shall be drawn weekly winners in each of the nineteen (19) BIR Revenue Regions to be held on the following dates:

October 10, 17, 24 & 30, 2003
November 7, 14, 21 & 27, 2003
December 5, & 12, 2003
 - b. **Monthly Draw** – there shall be nationwide monthly draws to be held on the following dates:

October 31, 2003
November 28, 2003

- c. **Christmas Draw** - there shall be a nationwide christmas draw to be held on December 15, 2003.
 - d. **Bonanza Draw** – there shall be a bonanza draw to be announced by the BIR if the condition for its holding arises as provided for in Section II.10 hereof.
2. All Official Receipts, SI/CI and CRM/POS receipts issued by professionals, business and/or commercial establishments for purchases of goods and services by consumers, including official receipts issued by any government office or agency as well as machine-validated utility bills or statements of account shall qualify for the raffle.

For official receipts issued by a government office or agency (Accountable Form No. 51), the OR number to be indicated in the entry shall be the serial number (e.g. ACF2002 00205873).

- 3. Provisional or temporary receipts, delivery receipts and other similar receipts or invoices other than those mentioned in paragraph 2 of this section may be entered provided however that the corresponding original official receipt or invoice is presented to the Receipt Verification Team/s upon claiming the prize won by such entry.
- 4. The following information must appear in the official receipts, SI/CI and CRM/POS receipts; business name and address, TIN, date of issuance, amount of purchase and BIR Permit No.
- 5. Only official receipts, SI/CI and CRM/POS receipts with total purchases amounting to at least P100.00 can be entered in the promo.
- 6. An entry with a minimum purchase of P100.00 shall entitle the consumer to one (1) raffle chance. The higher the amount of purchases shown in the entry, the more raffle chances are given. For instance, a single official receipt entry with purchases amounting to P300.00 shall entitle the consumer to three (3) raffle chances.
- 7. There shall be no replacement to the disqualified winner.
- 8. The text promo shall have the following prizes (for details please refer to Section V of this RMO):
 - a. Weekly Draw Prizes of P25,000.00
 - b. Monthly Draw Prizes of P1,000,000.00

- c. Christmas Draw total prize of P3,150,000.00
- 9. The Taxpayer Information and Education Division (TIED) and the Tax Assistance Units in Revenue Regions and Revenue District Offices shall assign telephone lines to be used for complaints by taxpayers against professionals/business/commercial establishments for non-issuance of official receipts.
- 10. A consumer who reports to the BIR the name and address of the professional/business/commercial establishment, which did not issue a receipt, may be entitled to a *cash prize equivalent to ten percent (10%) of the penalties imposed and collected but not to exceed P1,000.00 per establishment regardless of the number of official receipts not issued* to be taken from the ₱50 Million appropriated for the maintenance and other operating expenses as provided for under Special Provision No. 2 of the FY 2002 General Appropriations Act.

The cash prize shall be awarded immediately after verification and investigation by the concerned RDO – that the report has been found to be true and the corresponding assessment has been made and the penalties are imposed and collected – and after the concerned RDO has submitted to the NO – Budget Division a certification stating among others that the penalty has been collected and remitted by the collecting Accredited Agent Bank (AAB). Furthermore, award of the cash prize shall be made after funding requirements thereof has been determined by the concerned BIR office.

- 11. The SMS Raffle Promo Task Force created under RSO No. 98-2003 dated March 18, 2003 shall be responsible for the overall control, monitoring, and evaluation of the implementation of the raffle project and shall undertake all the necessary activities related to the BIR Raffle Promo.
- 12. The Receipt Verification Teams being referred in this issuance are the same teams created per RMO 19-2003 relative to the guidelines in the verification of receipts submitted as entries in Part I of the 2003 BIR Text Raffle Promo entitled “**Bayan, I-txt ang Resibo**”, namely:

Revenue District Office (RDO) Receipt Verification Team shall be composed of the following:

Head: Assistant Revenue District Officer (ARDO)
Members: Taxpayer Assistance Section (TAS)

Large Taxpayers District Office (LTDO) Receipt Verification Team shall be composed of the following:

Head: Assistant Chief, LTDO

Members: LTDOs' Tax Assistance Unit

National Office (NO) Receipt Verification Teams shall be composed of the following:

Team I

Head: Assistant Chief, Large Taxpayers Assistance Division I (LTAD I)

Members: LTAD I personnel

Team II

Head: Assistant Chief, Large Taxpayers Assistance Division II (LTAD II)

Members: LTAD II personnel

IV. Mechanics

1. Receipts and Invoices issued beginning September 15, 2003 up to December 14, 2003 shall qualify for the raffle promo.
2. For the initial entry, subscriber should register and text in to the BIR access number via SMS the following:

- Name
- Address
- TIN of professional/business/commercial establishment
- Receipt number and
- Amount of purchase

Format: RESIBO(SPACE)NAME*ADDRESS*TIN OF PROFESSIONAL/BUSINESS/COMMERCIAL ESTABLISHMENT*RECEIPTNUMBER*AMOUNT OF PURCHASE

Example: RESIBO JUAN DELA CRUZ*3 VIOLAGO HOMES QC*888888888888*12345*300.00

3. For the succeeding entries, the subscriber will only send the following information:

- TIN of professional/business/commercial establishment
- Receipt number and
- Amount of purchase

Format: RESIBO(SPACE)TIN OF
PROFESSIONAL/BUSINESS/COMMERCIAL
ESTABLISHMENT*RECEIPT NUMBER*AMOUNT OF
PURCHASE

Example: RESIBO 777777777777*56789*900.00

4. Professionals/business/commercial establishments who did not issue a receipt upon taxpayer request can be reported to the BIR via SMS, with the following information:

- Name of professional/business/commercial establishment
- Address of professional/business/commercial establishment

Format: NO(SPACE)OR(SPACE)NAMEOF
PROFESSIONAL/BUSINESS/COMMERCIAL
ESTABLISHMENT(SPACE)ADDRESS OF
PROFESSIONAL/BUSINESS/COMMERCIAL
ESTABLISHMENT

Example: NO OR RTC STORE 15 CRAIG ST SAMP MLA

5. All qualified entries shall be electronically drawn using a random-selection software.
6. All qualified entries (receipts and Invoices) shall be entered in the weekly draw that covers the week in which they were issued as well as in the succeeding monthly, bonanza and Christmas draws, if such entries were not drawn as winners in the preceding (weekly, bonanza or monthly) draws.
7. A texter sending several entries is qualified to win more than one prize in any of the draws. In short, one raffle entry shall be entitled to only one prize.

8. Several entries containing the same information shall be considered only as one (1) entry. The texter who first sent the entry shall be entitled to join the raffle promo.
9. For the Weekly Draw, the following rules shall apply:
 - a) A lucky texter electronically drawn in the weekly draw shall be informed through text within one (1) working day from the draw date that he/she won in the text promo.
 - b) Per text advisory, the winner shall call and inform ISOS-DC Help Desk as to where he/she prefers to claim the prize. The winner has the option to choose the office from which to claim the prize: NO or RDO. The winner shall not be limited to claim the prize from the RDO where he/she is registered.
 - c) Help Desk shall then inform the BIR office (NO or RDO) where the winner will claim the prize and which office shall expect the said winner for verification. Help Desk shall likewise inform the Taxpayer Assistance Service (TAS) and TIED.
 - d) If the winner claims the prize in the National Office, the winner shall proceed to the Large Taxpayer Assistance Division I (LTAD I) or the Large Taxpayer Assistance Division II (LTAD II) Verification Team. Otherwise, the winner shall proceed to the RDO he/she identified and chose.
 - e) The Receipt Verification Teams in the NO/RDO shall entertain the winner regardless of whether or not he/she is registered with the said BIR office.
 - f) The Receipt Verification Teams in the NO/RDO shall:
 - ascertain the identity of the lucky texter through valid identification papers to be presented by the lucky texter, such as Driver's License, SSS I.D., TIN Card, Company I.D., School I.D., or Voter's I.D.; and
 - properly validate the content of the text message received by the texter notifying him/her as winner and the original receipt, which was used by the said texter as basis of the entry.
 - g) After proper validation the Receipt Verification Teams in the NO/RDO shall:

- issue a "Claim Your Prize Notice" to the winning texter (see Annex "A"), which shall contain, among others, when and where to claim the prize;
 - ask the winner to sign the "waiver which declares, among others, that he/she has no BIR relatives within the 2nd degree of consanguinity or affinity" (see Annex "B") and send the same to NO – Personnel Division for verification;
 - get the original receipt (the winning entry) and reproduce certified true copies of the same;
 - immediately notify the NO – Financial and Administrative Service (NO – FAS), through fax or other means, of the name and address of the winning texter signifying that it has been duly validated (see Annex "C");
 - forward the duly validated original receipt and a copy of Annex "C" to the NO – TAS / Regional Office (RO) – Administrative Division, within one (1) working day after validation; and
- h) The NO – FAS shall cause the transfer of funds for the prizes to the RO – Finance Division concerned, if the prize would be claimed in the RO/RDO, within one (1) working day following the receipt of the notification.
- i) The RO – Administrative Division shall:
- Prepare the Disbursement Voucher and check upon receipt of the duly validated original receipt and copy of Annex "C" for the winning texter; and
 - release the check to the winner upon surrender of the "Claim Your Prize Notice".
- In cases where the winner is situated in an area very far from the Regional Office, the check shall be forwarded to the RDO that validated the receipt for its release to the winner.
- j) The NO – TAS shall prepare the Disbursement Voucher upon receipt of the duly validated original receipt and copy of Annex "C"

for the winning texter and then forward said voucher together with the supporting documents to NO – Budget Division for funding.

- k) The NO – General Services Division shall thereafter prepare the check and release it to the winner upon surrender of the "Claim Your Prize Notice"

10. For the Monthly / Christmas Draw, the following rules shall apply:

- a) A lucky texter electronically drawn in the daily draw shall be informed through text within one (1) working day from the draw date that he/she won in the text promo;
- b) Per text advisory, the winner shall call and inform ISOS-DC Help Desk as to where he/she prefers to claim the prize. The winner has the option to choose the office from which to claim the prize: NO or RDO. The winner shall not be limited to claim the prize from the RDO where he/she is registered;
- c) Help Desk shall then inform the BIR office (NO or RDO) where the winner will proceed for validation. Help Desk shall likewise inform the Taxpayer Assistance Service (TAS) and TIED.
- d) The Receipt Verification Teams in the NO/RDO shall entertain the winner regardless of whether or not he/she is registered with the said BIR office.
- e) The Receipt Verification Teams in the NO/RDO shall:
 - ascertain the identity of the lucky texter through valid identification papers to be presented by the lucky texter, such as Driver's License, SSS I.D., TIN Card, Company I.D., School I.D., or Voter's I.D.; and
 - properly validate the content of the text message received by the texter notifying him/her as winner and the original receipt, which was used by the said texter as basis of the entry
- f) After proper validation the Receipt Verification Team in the NO/RDO shall:
 - issue a "Claim Your Prize Notice" to the winning texter (see Annex "A"), which shall contain, among others, when and where to claim the prize;

- ask the winner to sign the "waiver which declares, among others, that he/she has no BIR relatives within the 2nd degree of consanguinity or affinity" (see Annex "B") and send the same to NO – Personnel Division for verification;
 - get the original receipt (winning entry) and reproduce certified true copies of the same;
 - immediately notify the NO – Financial and Administrative Service (NO – FAS), through fax or other means, of the name and address of the winning texter signifying that it has been duly validated (see Annex "C");
 - forward the duly validated original receipt and copy of Annex "C" to the NO – TAS / RO – Administrative Division, within one (1) working day after validation; and
 - endorse the certified true copy of the receipt to the BIR office (LTAD I/II, LTDO, or RDO) where the merchant (issuer) is registered, *in case of the Christmas Draw (December 15, 2003) winners only* for validation of the receipt issuer.
- g) The NO – FAS shall cause the transfer of funds for the prizes to the RO – Finance Division concerned, if the prize would be claimed in RO/RDO, within one (1) working day following the receipt of the faxed notification.
- h) The RO – Administrative Division shall:
- Prepare the Disbursement Voucher and check upon receipt of the duly validated original receipt and copy of Annex "C" for the winning texter; and
 - Release the check to the winner upon surrender of the "Claim Your Prize Notice".
- In cases where the winner is situated in an area very far from the Regional Office, the check shall be forwarded to the RDO that validated the receipt for its release to the winner.
- i) The NO – TAS shall prepare the Disbursement Voucher upon receipt of the duly validated original receipt and copy of Annex "C" for the winning texter and then forward said voucher together

with the supporting documents to NO – Budget Division for funding.

- j) The NO – General Services Division shall thereafter prepare the check and release it to the winner upon surrender of the "Claim Your Prize Notice"
 - k) 1) The Receipt Verification Team of the merchant (***Christmas Draw Winner***) upon receipt of the certified true copy of the receipt shall:
 - validate the authenticity of the receipt vis-à-vis registration data per RMO 19-2003;
 - if valid:
 - a) notify the issuer through mail that he/she won, indicating the date when and office where the prize could be claimed (see Annex "D");
 - b) immediately notify NO – FAS through fax or other means, of the name and address of the merchant (receipt issuer) signifying that it had been duly validated (see Annex "C");
 - c) forward the duly validated certified true copy of the receipt and copy of Annex "C" to the NO – TAS / RO – Administrative Division, within one (1) working day after validation;
 - if invalid, submit the findings through the Revenue District Office to the NO – Tax Fraud Division / RO – Special Investigation Division (RO – SID), whichever is applicable.
- 2) The NO – FAS shall cause the transfer of funds for the prizes to the RO – Finance Division concerned, if the prize would be claimed in the RO/RDO, within one (1) working day following the receipt of the notification.
 - 3) The RO – Administrative Division shall:
 - Prepare the Disbursement Voucher and check upon receipt of the duly validated certified true copy of the original receipt (owned by the texter) and the copy of Annex "C" for the receipt issuer; and

- Release the check to the winner upon surrender of the "Claim Your Prize Notice".

In cases where the winner is situated in an area very far from the Regional Office, the check shall be forwarded to the RDO that validated the receipt for its release to the winner.

4) The NO – TAS shall prepare the Disbursement Voucher upon receipt of the duly validated certified true copy of the receipt (of the winning texter) and copy of Annex "C", and then forward said voucher together with the supporting documents to NO – Budget Division for funding.

5) The NO – General Services Division shall thereafter prepare the check and release it to the winner upon surrender of the "Claim Your Prize Notice".

11. Prizes not claimed within sixty (60) days after the draw shall be forfeited in favor of the BIR.
12. The list of winners for both the weekly, monthly, bonanza and christmas draws shall be published in a national paper of general circulation, on a monthly basis. Such list shall also be posted at BIR National Office as well as in its Regional and District Offices.
13. In cases where the entry sent via the SMS is spurious, the seller who issued such receipt shall be subject to audit and investigation.
14. BIR employees and their relatives up to the second degree of consanguinity or affinity are disqualified from joining the raffle promo. This prohibition shall also cover employees of the SMS service providers as well as their relatives to the same extent as that of the BIR personnel.

V. Draw Dates and Prizes

DRAW DATES	PARTICULARS	TOTAL (In Pesos)
OCTOBER 10, 17, 24, 30	WEEKLY DRAWS 2 winners for each RO @ P25,000.00	3,800,000.00

NOVEMBER 7, 14, 21, 27	(texter) 2 winners for each RO @ P25,000.00 (texter)	3,800,000.00
DECEMBER 5, 12	2 winners for each RO @ P25,000.00 (texter)	<u>1,900,000.00</u>
	TOTAL	9,500,000.00
	MONTHLY DRAWS	
October 31	1 winner @ P1,000,000.00 (texter)	1,000,000.00
November 28	1 winner @ P1,000,000.00 (texter)	<u>1,000,000.00</u>
	TOTAL	2,000,000.00
	CHRISTMAS DRAW	
December 15	3 winners @ P1,000,000.00 each (texter) 3 winners @ P 50,000.00 each (issuer)	3,000,000.00 <u>150,000.00</u>
	TOTAL	3,150,000.00
To Be Announced (TBA)	BONANZA DRAW	TBA

Tax on Prizes have been paid

VI. Monitoring of Official Receipt sent via SMS

1. After the conduct of the raffle promos, the SMS Raffle Task Force shall send and exception report of entries with invalid TINS on the official receipt information to the Receipt Verification Team of the Task Force for evaluation and appropriate action, details of which are embodied in a separate RMO.
2. The Receipt Verification Team shall develop and implement a system for checking and verifying the system-generated discrepancy reports transmitted by the SMS Raffle Task Force.
3. The Receipt Verification Team through the Enforcement Service shall prepare and submit to MANCOM a report on the checked and verified receipts.

4. If warranted, the Tax Fraud Division or Special Investigation division (SID) shall conduct and investigate through Letters of Authority on those issued spurious receipts.
5. The Receipt Verification Team shall coordinate with SIDs of the Revenue Regions and the Tax Fraud Division of the National Office in the implementation of the system.
6. All verifications and investigations shall be done in accordance with the procedures provided under rules and regulations.

VII. Effectivity

This order takes effect immediately.

(Original Signed)
GUILLERMO L. PARAYNO, JR.
Commissioner of Internal Revenue