



Bringing In Revenues  
for Nation-Building

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

BUREAU OF INTERNAL REVENUE  
RECORDS MANAGEMENT DIVISION

OCT 15 2024	
BY:	ADMIN UNIT - 2
TIME: 2:10	



**BAGONG  
PILIPINAS**

15 OCT 2024

REVENUE MEMORANDUM ORDER NO. 044-2024

**SUBJECT :** Prescribing the Revised Guidelines for Monitoring of Withholding Taxes Remitted by National Government Agencies thru the Electronic Tax Remittance Advice System

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

### I. GUIDELINES

The withholding taxes remitted by National Government Agencies (NGAs) thru the Electronic Filing and Payment System - Electronic Tax Remittance Advice (eFPS-eTRA) System shall be monitored by all concerned revenue offices of this Bureau pursuant to the following guidelines:

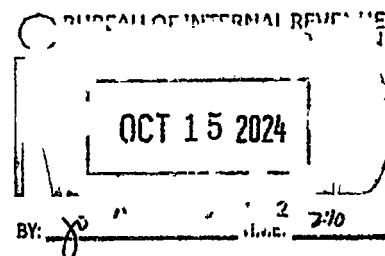
#### A. Miscellaneous Operations Monitoring Division

1. Generate the Withholding Tax Collection Report of NGAs thru eTRA in the eFPS every Monday and 1<sup>st</sup> day of the month following the month of collection.
2. Download the NGAs' Withholding Tax Collection Report from eFPS and the Filed Tax Returns of NGAs with Tax Dues without eTRA/Cash Payments thru eFPS uploaded by the Data Warehousing and System Operations Division (DWSOD) in the BIR Central Repository System.
3. Match the data on the generated reports from the eFPS and the reports uploaded by the DWSOD thru the BIR Central Repository System.
4. Validate the discrepancies found on the abovementioned reports in the eFPS Tax Return Inquiry.
5. Prepare the following reports and transmit in both hard and soft copies, to the Revenue Accounting Division (RAD) and Withholding Agents Monitoring Section-Regional Collection Division (WAMS-RCD)/Large Taxpayer Document Processing and Quality Assurance Division (LTDPQAD), and in soft copy only to the Revenue District Office (RDO)/concerned Large Taxpayers offices every Wednesday and 3<sup>rd</sup> day of the month following the month of collection:

- a. Validated Withholding Tax Collection Report from National Government Agencies thru eTRA (Annex "A");
  - b. Summary of Withholding Tax Collection Report from National Government Agencies thru eTRA (Annex "A.1"); and
  - c. Report of Discrepancies on Withholding Tax Collection from National Government Agencies thru eTRA (Annex "B").
6. Receive from WAMS-RCD/LTDPQAD the consolidated Report of Discrepancies on Withholding Tax Collection from National Government Agencies thru eTRA (Annex "B") and the Consolidated Report on the Adjustments Made to Erroneous Entries Committed by NGAs (Annex "E") every Friday and 5<sup>th</sup> day of the month following the month of collection. Subsequently, verify thru the Integrated Tax System—Collection and Bank Reconciliation (ITS-CBR)/Internal Revenue Integrated System—Collection, Remittance and Reconciliation (IRIS-CRR) if the erroneous entries are reversed/cancelled/adjusted.

In case of failure to reverse/cancel/adjust the erroneous entries, prepare and transmit a memorandum to the concerned RDO/LTS office requesting the compliance to the correction of the erroneous entries in the ITS-CBR/IRIS-CRR.

7. Prepare and transmit a supplemental Validated Withholding Tax Collection Report of National Government Agencies thru eTRA to RAD and WAMS-RCD/LTDPQAD on or before 6<sup>th</sup> day of the month.
8. Prepare a memorandum to Regional Director (RD)/Assistant Commissioner, Large Taxpayer Service (ACIR-LTS), Attention: RDO/LTS who failed to resolve the erroneous payments and discrepancies committed by NGAs and transmit the same to WAMS-RCD/LTDPQAD on or before the 20<sup>th</sup> day of the month.
9. Prepare Consolidated Statistical Report of the RDOs' Performance on the Resolution of Erroneous Entries Committed by NGAs (Annex "F") and submit to the Assistant Commissioner, Collection Service (ACIR, CS) every 25<sup>th</sup> day of the month.
10. In case of failure by certain RDOs/concerned LTS offices to adjust or cancel the validated erroneous entries in the ITS-CBR/IRIS-CRR, prepare a memorandum on the automatic adjustment of the erroneous entries in the said system(s), for approval of the ACIR, CS and forward the same to Systems Development Division (SDD)/Administrative Systems Division (ASD).
11. Based on the memorandum of ACIR, CS on the automatic adjustment of the erroneous entries, log the correction of erroneous eTRA entries in the Bureau's Service Desk for processing of the appropriate adjustment in the ITS-CBR/IRIS-CRR by SDD/ASD.



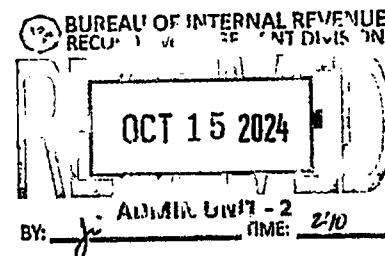
12. Prepare the list of RDOs/concerned LTS offices that failed to perform the said adjustments in violation of this Order and submit to the Deputy Commissioner, Operations Group thru the ACIR, CS, for its appropriate action thereon.
13. Monitor the compliance of the NGAs in the enrollment and usage of the eTRA System:
  - a. Receive the Status Report on the Enrollment and Usage of the eTRA System (Annex "H") from WAMS-RCD/LTDPQAD every 7<sup>th</sup> day of the month;
  - b. Prepare memorandum on the observations on the use of eTRA System by NGAs and transmit to WAMS-RCD/LTDPQAD every 10<sup>th</sup> day of the month; and
  - c. Prepare Report on the Level of Compliance of the NGAs on the Enrollment and Usage of the eTRA System (Annex "I") and transmit the same to the ACIR, CS every 15th day of the month.

#### **B. Revenue Accounting Division**

1. Prepare the prescribed Journal Entry Voucher (JEV) for purposes of recording the collection of withholding taxes of NGAs thru eTRAs by the concerned LTS offices and the necessary adjustments, if any, in the National Office's Collection Books (NOCB), based on the reconciled collections submitted by LTDPQAD.
2. Prepare Weekly Collection Report based on Annexes "A" and "A.1" transmitted by MOMD and submit the same to the Bureau of Treasury (BTr) for recording in the BTr Collection Books.
3. Receive the supplemental Validated Withholding Tax Collection Report of National Government Agencies thru eTRA from MOMD for adjustment of the collection report for BTr and NOCB.

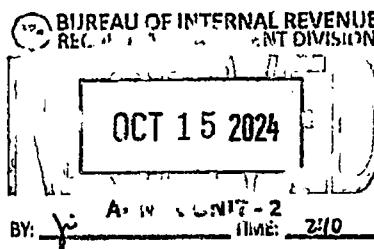
#### **C. Regional Finance Division**

1. Prepare the BIR JEV based on the following reports submitted by WAMS-RCD, to record the said collection in the Regional Office's Collection Books:
  - a. Validated Withholding Tax Collection Report of NGAs thru eTRA (Annex "A") including the adjustments thereto every Thursday of the following week; and
  - b. Supplemental Validated Withholding Tax Collection Report of NGAs thru eTRA on or before sixth (6<sup>th</sup>) day of the month.



**D. Withholding Agents Monitoring Section, Regional Collection Division/ Large Taxpayers Document Processing and Quality Assurance Division**

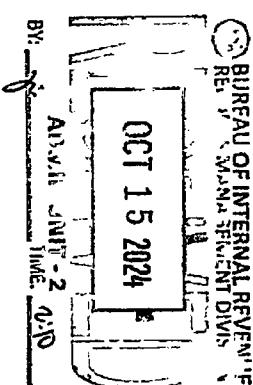
1. Consolidate and update the Master List of Registered NGAs submitted by the Client Support Section (CSS) of the RDOs/concerned LTS offices under the jurisdiction of the revenue region/LTDPQAD every 8<sup>th</sup> day of the month.
2. Monitor the enrollment and compliance of the NGAs on the use of eTRA System for payment of withholding taxes based on the Master List of Registered NGAs submitted by the CSS of the RDOs/concerned LTS offices.
3. Prepare a memorandum to the concerned RDOs/LTS offices for its appropriate action under the following cases:
  - a. Failure by the NGAs to enroll;
  - b. Failure by the concerned RDOs/LTS offices to immediately endorse to the National Office Data Center (NODC)/concerned Revenue Data Center (RDC) the NGA's application for activation of their access; and
  - c. Failure by the NGAs to use the eFPS – eTRA System in the filing and payment of withholding taxes.
4. Prepare the Status Report of the NGAs on the Enrollment and Usage of the eTRA System (Annex "H") and forward the same to the Chief, MOMD every 7<sup>th</sup> day of the month.
5. Prepare and transmit the Annex "G" together with Annex "A.1" to RFD for preparation of JEV and recording in the Regional Office collection books of account
6. Forward Annex "B" to the concerned RDOs/LTS offices thru email every Thursday and 4<sup>th</sup> day of the month following the month of collection.
7. Verify the reported adjustments indicated in the Tax Remittance Advice Debit Memo (TRADM) submitted by the RDOs in the ITS-CBR/IRIS-CRR.
8. Submit a memorandum report to the RD/ACIR, LTS for their approval and transmit the same to the concerned RDO/LTS offices thru email and personal delivery, based on the following findings:
  - a. Late or non-submission by the RDO/concerned LTS offices of the Accomplished Report of Adjustments to Erroneous Entries Committed by NGAs; and
  - b. Late or non-adjustment of the erroneous entries by the RDO/LTS offices in the ITS-CBR/IRIS-CRR.



9. Prepare and transmit the following reports validated by the concerned RDOs/LTS offices to the Chief, MOMD every Friday and 5<sup>th</sup> day of the month following the month of collection:
  - a. Consolidated Report of Discrepancies on Withholding Tax Collection from National Government Agencies thru eTRA (Annex "B"); and
  - b. Consolidated Report on Validated Adjustments on Erroneous Entries Committed by NGAs (Annex "E").

#### **E. Revenue District Offices / Large Taxpayers Service Offices**

1. Secure an access in the eFPS-eTRA System for all authorized personnel of the regional and district offices/LTS offices for purposes of generating/monitoring the Withholding Tax Collection Report of NGAs thru eTRA. In case of termination of authority to use the system, immediately submit eFPS Access Request (BIR Form No. 0043) for the revocation of their access.
2. Register the new NGA/s in the BIR and enroll in the eFPS-eTRA System thru the Client Support Section (CSS):
  - a. Ensure that the taxpayer type "GOVTA" is selected in the Integrated Tax System-Registration System (ITS-REG) / Internal Revenue Integrated System-Taxpayer Registration System (IRIS-TRS) upon registration of the NGA pursuant to Revenue Memorandum Order (RMO) No. 19-2016;
  - b. Require all newly registered NGAs to submit a written application for enrollment to eFPS-eTRA System, including the prescribed supporting documents, and transmit the same to the NODC or RDC, as the case may be, for activation of access of their authorized users. The concerned RDOs/LTS offices shall ensure that the NGAs are furnished with their respective fund code(s) and have been granted an access to the eTRA System pursuant to RMO No. 30-2014;
  - c. Maintain and update a Master List of Registered NGAs indicating their status (enrolled, not enrolled, newly enrolled, transferred and ceased/closed) and forward a copy thereof to WAMS-RCD/LTDPQAD for consolidation on or before the 5<sup>th</sup> day of the month; and
  - d. Conduct briefings/trainings on eFPS and eTRA System to the designated NGA users. Ensure that the participants are properly informed and familiarized on the said systems with the appropriate handouts for their references pursuant to Revenue Regulations No. 1-2013.
3. Perform the following actions based on the report (Annex "B") transmitted by MOMD:
  - 3.1. For eTRA and/or cash payment that is less than the tax due per filed tax return and tax returns with tax dues without eTRA/cash payment:



- 3.1.1. Verify the discrepancies in the Integrated Tax System–Returns Processing System (ITS–RPS)/Internal Revenue Integrated System–Returns Filing and Processing System (IRIS–RFP) and ITS–CBR/IRIS–CRR; and
- 3.1.2. Issue collection notices to NGAs for the full payment/deficiency of basic withholding taxes to be paid using eTRA and/or in cash, as the case maybe. However, penalties for late payment shall be paid in cash.

In cases where the NGA fails to settle the collection notice, the same shall be recommended by the RDO/LTS offices for the appropriate enforcement of legal and/or summary remedies.

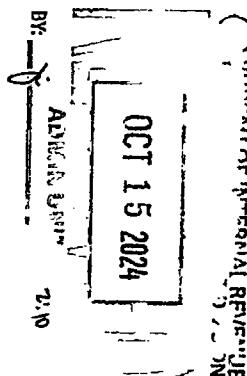
- 3.2. For eTRA and/or cash payment that is greater than the tax due per filed tax return:

Send a written notice to require a written explanation on the alleged overpayment within two (2) days upon receipt of the notice by the NGA. In case of an erroneously filed return, require the NGA to file an amended return.

If the NGA failed to submit a written explanation nor amend the previously filed return within the prescribed 2-day period, the procedures prescribed under the subsequent provisions for the adjustment of overpayment in the ITS-CBR/IRIS-CRR shall be immediately complied with.

Further, for clear cases of double/multiple erroneous payments, the written explanation by the NGA shall no longer be necessary and the procedural requirements for the immediate adjustment thereof in the CBR/CRR shall likewise be observed.

4. Adjust the overpayment in the ITS-CBR/IRIS-CRR according to the following procedures:



- 4.1. Prepare and accomplish five (5) copies of Tax Remittance Advice Debit Memo (TRADM) using the format in Annex "C" upon validation of the erroneous entries committed by NGAs to be approved by the concerned Revenue District Officer/Division Chief of LTS.

One (1) TRADM shall be issued for each erroneously generated eTRA on a per transaction basis.
- 4.2. Assign a serial number upon the approval of the TRADM containing the following information:
  1. Revenue District Office Number, for TRADM issued by the concerned revenue district office and the term LTD for TRADM issued by the concerned LTS office;

2. Calendar Year of approval of the TRADM; and

- 3. Control Number with eight (8) characters.**

For this purpose, a control book shall be maintained by the Revenue District Officer/Division Chief of concerned LTS Office for all approved TRADM containing the following information:

- (a) Date of approval of the TRADM;
  - (b) Serial number of the TRADM;
  - (c) Name, TIN and address of the NGA;
  - (d) Amount of the TRADM;
  - (e) TRA number and date of the TRA;
  - (f) Return period covered;
  - (g) Tax type involved; and
  - (h) Form type covered

**Example:** If the first TRA Debit Memo to be issued is approved by the Revenue District Officer No. 48 in 2021, the serial number shall be RD048-2021-00000001.

- 4.3. Adjust in the ITS-CBR/IRIS-CRR the erroneous withholding tax according to the procedures prescribed in the Operations Manuals of the respective systems within two (2) days after the approval of the TRADM. Ensure that the eTRA number containing the erroneous payment in the ITS-CBR/IRIS-CRR ought to be adjusted should be the same TRA number reflected in the TRADM.

Except for clear cases of double/multiple erroneous entries, no adjustment in the ITS-CBR/IRIS-CRR shall be made without the conduct of a prior verification and a duly approved TRADM. Furthermore, amendment of the tax return beyond the tax deadline shall reflect the payment on the previously filed return. Any overpayment on the said withholding tax due shall be cancelled in the ITS-CBR/IRIS-CRR.

- 4.4. Distribute the copies of the approved TRADM together with the supporting documents to the following concerned revenue offices:

A rectangular stamp with a double-line border. Inside, the date "OCT 15 2024" is printed in large, bold, capital letters. Below the date, the file number "4-10000-1-2" is printed in smaller capital letters.

Original	NGA for presentation to Department of Budget and Management (DBM)
Duplicate	WAMS-RCD/LTDPQAD
TriPLICATE	Miscellaneous Operations Monitoring Division (MOMD)
Quadruplicate	RDO/LTS

The respective copies of the duly approved TRADM shall be transmitted to the concerned recipients within twenty-four (24) hours after its approval by the concerned head of office.

Moreover, the duly approved TRADM shall be non-transferable and non-convertible to cash.

4.5. For penalties paid using eTRA payment:

4.5.1 Prepare a letter informing the NGA on the payment of penalties using eTRA is null and void and require the payment of the said penalties in cash using the BIR Form No. 0605, and

4.5.2 Prepare a TRADM and adjust the erroneously used eTRA payment for penalties immediately regardless of no payment in cash has been made according to the provisions in item 4.1 to 4.4.

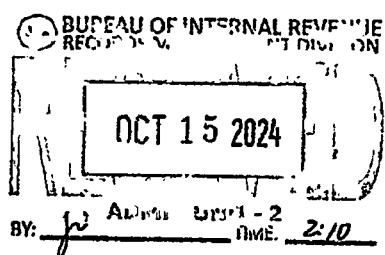
5. Accomplish the "Per RDO Verification" column and indicate "V" if valid or "INV" if invalid in the validated Report of Discrepancies on Withholding Tax Collection from National Government Agencies thru eTRA (Annex "B"). If invalid, indicate a brief explanation under the "Justification" column provided in the same report.

Furthermore, prepare the Report on Adjustments Made to Erroneous Entries Committed by NGAs (Annex "D") based on the adjustments made in the ITS-CBR/IRIS-CRR as a result of the verification of the erroneous eTRA payments. Subsequently, transmit both Annexes to the WAMS-RCD, together with the corresponding copies of the TRADM, copy furnished Regional Finance Division within three (3) days upon receipt of the Annex "B".

Moreover, the level of compliance on the verification of Annex "B" and reversal/cancellation of the erroneous entries in the ITS-CBRS/IRIS-CRR, as well as the submission of the prescribed reports shall, at all times, be included in the RDO's/concerned LTS offices' performance goals and measurement and indicated in their Office Performance Commitment and Review (OPCR) form for each semester.

**F. National Office Data Center/Revenue Data Center and Security Management Division**

Process access requests for the creation/revocation of access accounts pursuant to RMO No. 28-2020, and forward the same to the DWSOD for its implementation.



## **G. Data Warehousing and System Operations Division**

1. Implement the approved requests for access or its revocation thereof in the eFPS and ITS and IRIS upon endorsement by NODC/RDC/Security Management Division.
2. Receive from Taxpayer Service Systems Division (TSSD) the standard script for Withholding Tax Collection Report of NGAs thru eFPS and Filed Tax Returns of NGAs with Tax Dues without eTRA/Cash Payments thru eFPS.
3. Generate the following reports every Tuesday and 2<sup>nd</sup> day of the month following the month of collection and upload to the BIR Central Repository System:
  - a. NGAs' Withholding Tax Collection Report from eFPS; and
  - b. Filed Tax Returns of NGAs with Tax Dues without eTRA/Cash Payments thru eFPS

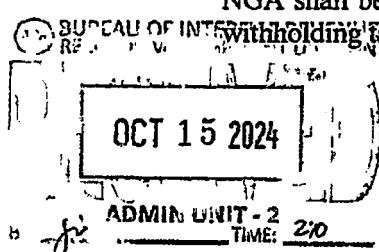
## **H. Taxpayer Service Systems Division**

1. Prepare the standard script for Withholding Tax Collection Report of National Government Agencies (NGAs) thru eFPS and Filed Tax Returns of NGAs with Tax Dues without eTRA/Cash Payments thru eFPS.
2. Turn-over the script to DWSOD for regular generation of the reports.

## **I. Systems Development Division/Administrative Systems Division**

1. Adjust the validated erroneous entries committed by NGAs in the ITS-CBR/IRIS-CRR which the concerned RDOs/LTS offices have previously failed to modify/reverse/cancel in the said system based on the logged erroneous eTRA entries in the Bureau's Service Desk by MOMD.
2. In case of non-availability of the eFPS, the concerned Information Systems Group (ISG) office having functional jurisdiction over the reason of such unavailability shall issue a joint advisory duly approved by the Deputy Commissioners for ISG and Operations Group.

Subsequently, an advisory shall be issued informing the NGAs on the availability of the eFPS. The said advisory shall contain a requirement that within twenty-four (24) hours immediately after the issuance and posting at the BIR website, the NGAs shall file the withholding tax returns through the said system and pay the corresponding tax due thereon thru the eTRA system. Otherwise, the concerned NGA shall be liable for the appropriate penalties for late filing and payment of withholding tax.

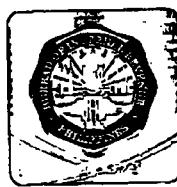


## **II. REPEALING CLAUSE**

The provisions of RMO No. 30-2014 and other issuances which are inconsistent herewith are hereby amended, repealed or revoked accordingly.

## **III. EFFECTIVITY**

This Order shall take effect immediately.



ROMEO D. LUMAGUI, JR.  
Commissioner of Internal Revenue

J-5

