

MONTHLY AND QUARTERLY TAX CHECKLIST

CLIENT NAME: DATA CONNECT TECHNOLOGIES PTE Ltd.

Preparer Name:	Jenelyn G. Villegas	TEAM:	KELVIN	Deadline:	5/12/2023
1st Reviewer Name:	Mehujael Sta. Ana	1sts Review Date:	5/5/2023	Target Filing Date:	5/11/2023
2nd Reviewer Name:	Christine Paguio	2nd Review Date:	5/8/2023	Actual Filing Date:	
3rd Reviewer Name:	Kelvin Gonzales	3rd Review Date:	5/10/2023	Payment Date :	

Review of Taxes

1st step: Voucher should be equal to ledger

2nd Step: Ledger should be equal to balance sheet and Profit & Loss

3rd Step: Balance sheet and profit & loss should be equal to alphalist or relief or SAWT.

4th Step: Alphalist, Relief, or SAWT should be equal to tax return

Subsidiary & Source Document	PIC	1st Review	2nd Review	3rd Review
Voucher	/			
Ledger	/			
Balance Sheet	N/A	N/A	N/A	N/A
Profit & Loss	/	N/A	N/A	N/A
Alphalist (0619E/1601EQ, 0619F/1601FQ, 1603Q, 1600)	/			
Relief (2550M/2550Q)	N/A	N/A	N/A	N/A
SAWT(1702Q)	N/A	N/A	N/A	N/A
Tax return	/			
Submission	PIC	1st Review	2nd Review	3rd Review
Email to client the draft tax return for approval				
Once approved proceed to file				
Process payment after filing, if applicable	N/A	N/A	N/A	N/A

Check Applicable Item	Monthly Tax Type	eBIR	EFPS
	1601C	10th	11-15th
/	0619E	10th	11-15th
N/A	1600	10th	11-15th
N/A	2550M	20th	21-25th

Check Applicable Item	Quarterly Tax Type	eBIR	EFPS
	1601EQ	30/31 days after end of Qtr.	
N/A	1601FQ	30/31 days after end of Qtr.	
N/A	1603Q	30/31 days after end of Qtr.	
N/A	2550Q	25th	25th
	2551Q	25th	25th
/	1702Q	60days after end of Qtr.	

PIC Signature

1st Reviewer Signature

2nd Reviewer Signature

3rd Reviewer Signature