

## MONTHLY AND QUARTERLY TAX CHECKLIST

**CLIENT NAME: AHGS NEXT INC.**

Preparer Name:	Jenelyn G. Villegas	TEAM:	KELVIN	Deadline:	5/12/2023
1st Reviewer Name:	Sandy Sagales	1st Review Date:	5/11/2023	Target Filing Date:	5/12/2023
2nd Reviewer Name:	Cressel Cornal	2nd Review Date:	5/11/2023	Actual Filing Date:	
3rd Reviewer Name:	Kelvin Gonzales	3rd Review Date:	5/12/2023	Payment Date :	N/A

### 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 alphasheet or relief or SAWT.

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

Subsidiary & Source Document	PIC	1st Review	2nd Review	3rd Review
Voucher	/	/	OK	
Ledger	N/A	N/A	should be the same with the return, kindly revised if necessary.	N/A
Balance Sheet	N/A	N/A	N/A	N/A
Profit & Loss	N/A	N/A	N/A	N/A
Alphasheet (0619E/1601EQ, 0619F/1601FQ, 1603Q, 1600)	N/A	N/A	0619E - OK	N/A
Relief (2550M/2550Q)	N/A	N/A	N/A	N/A
SAWT(1702Q)	N/A	N/A	N/A	N/A
Tax return	/	/	should revised if necessary.	
Submission	PIC	1st Review	2nd Review	3rd Review
Email to client the draft tax return for approval			PIC	
Once approved proceed to file			PIC	
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	0619F	10th	11-15th
N/A	1600	10th	11-15th
Check Applicable Item	Quarterly Tax Type	eBIR	EFPS
N/A	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
N/A	1702Q	60days after end of Qtr.	

PIC Signature

1st Reviewer Signature

2nd Reviewer Signature

3rd Reviewer Signature

*Signature of Cressel Cornal*