

MONTHLY AND QUARTERLY TAX CHECKLIST

CLIENT NAME: AHGS CENTER FOR INTERNATIONAL LANGUAGES INC.

Preparer Name:	Jenelyn G. Villegas	TEAM:	KELVIN	Deadline:	3/13/2023
1st Reviewer Name:	Mehujael Sta. Ana	1sts Review Date:	3/9/2023	Target Filing Date:	3/10/2023
2nd Reviewer Name:	Honey Joy Nunez	2nd Review Date:	3/9/2023	Actual Filing Date:	
3rd Reviewer Name:	Kelvin Gonzales	3rd Review Date:	3/9/2023	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 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	N/A	N/A	N/A	N/A
Balance Sheet	N/A	N/A	N/A	N/A
Profit & Loss	N/A	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	0619F	10th	11-15th
N/A	1600	10th	11-15th

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.	
	2550Q	25th	25th
	1702Q	60days after end of Qtr.	

PIC Signature

1st Reviewer Signature

2nd Reviewer Signature

3rd Reviewer Signature

Handwritten signatures:
 PIC: *[Signature]*
 1st Reviewer: *[Signature]*
 2nd Reviewer: *[Signature]*
 3rd Reviewer: *[Signature]*