



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

BANK BULLETIN NO. 2021-01

TO : **ALL BIR AUTHORIZED AGENT BANKS**

FROM : The Commissioner of Internal Revenue

SUBJECT : Reiteration on the Implementation of Certain Policies in the Acceptance of Annual Income Tax Returns (AITR) and Payments for Calendar Year 2020

DATE : February 9, 2021

This Bank Bulletin is issued to reiterate the responsibilities of the Authorized Agent Banks (AABs) in the acceptance of annual income tax returns and payments, as follows:

1. Accept all tax payments being made by the taxpayers using any of the following:
 - a. BIR official printed forms, copies of system-generated Filing Reference Numbers (FRNs);
 - b. Photocopies of returns/computer-generated or electronically-filed tax returns;
 - c. New versions of BIR Form Nos. 1700, 1701, 1701A, 1702-RT, 1702-EX and 1702-MX; and
 - d. Downloaded Annual Income Tax Returns (AITRs) originally filled out and signed by the taxpayer or his duly authorized representative as per Bank Bulletin No. 2018-05 dated April 5, 2018.
2. Receive the income tax returns by stamping the official receiving seal on the space provided for in the three (3) copies of the return, whether or not the taxpayer is under the jurisdiction of a regional office with Document Processing Division (DPD). Any copy of the return in excess of three (3) copies shall not be stamped "RECEIVED" by the AAB. Accordingly, in the case of corporations and other juridical persons covered by BIR Form No. 1702, stamping of "RECEIVED" shall be extended in at least two additional copies of the audited financial statements, aside from those attached in the AITRs, to satisfy the requirements of the Securities and Exchange Commission (SEC);
3. Stamp "RECEIVED" the attached financial statements to the income tax returns only on the page of the Audit Certificate, the Balance Sheet and the Income

Statement pursuant to RMO No. 13-2010 and the Memorandum of Agreement (MOA) executed between the SEC and the BIR. The other pages of the financial statements and its attachments need not anymore be stamped "RECEIVED".

4. Ensure that the pertinent portions of the income tax returns and/or deposit slips are machine-validated and the details of tax payments should be clearly imprinted in all copies thereof.
5. Accept payments made through checks and/or combination of cash and check/s in the payment for single tax liability, provided that the said checks are prepared in accordance with the provisions of Revenue Regulations No. 16-2002.
6. Report in the Batch Control Sheet (BCS) all income tax payments accepted on March 27, 2021 and April 10, 2021 as collection for the following working day, March 29, 2021 and April 12, 2021, respectively. However, the machine validation of the AITR in the deposit slip for the tax payment received shall be on the date of actual receipt of collection. The remittance of the tax collections and the submission of BCS, together with the supporting income tax returns and attachments shall be in accordance with the existing procedures.
7. Prepare the Batch Control Sheets (BCS) using the Limited Bank Data Entry System (LBDES)/Bank system for corporate income tax returns, only the form type code of 1702 should be reflected in the said report and the suffixes "RT", "EX" and "MX" must be disregarded pursuant to Bank Bulletin No. 2014-06 and 2016-28.
8. Comply with the obligations provided for in the MOA executed by the AABs, the Bureau of Internal Revenue (BIR) and the Bureau of the Treasury (BTr), such as:
 - a. To accept ALL tax payments during regular banking hours and to extend banking hours during tax deadlines;
 - b. To open bank operations two (2) Saturdays immediately prior to April 15 of every year and extend banking hours from 3:00 P.M. to 5:00 P.M. from April 1 to income tax deadlines;
 - c. To accept checks payments even after check clearing time especially during tax deadlines;
 - d. To accept tax payments even after the prescribed due date;
 - e. To accept other banks' checks;
 - f. To accept check/payments even from non-clients;
 - g. To accept downloaded and photocopied tax returns but originally filled-up and signed by the taxpayer;

- h. Not to impose any other additional fees on top of the tax payments from the taxpayer;
 - i. Not to set-up limits as to the number of tax forms/returns and taxpayers to be serviced;
 - j. Not to designate any particular hour/day for the acceptance of tax payments during the regular and/or extended banking hours; and
 - k. Not to require the opening of deposit/accounts as a pre-requisite in accepting tax payments.
9. To accept tax payments from taxpayers who are already within the bank's premises by the close of the said extended banking hour;
10. To accept the manually filed and out-of-district returns, and corresponding payment of taxes from taxpayers enrolled in the eFPS in case of unavailability of the eFPS facility, as announced by the BIR, through an advisory posted in the BIR website.

To encode the tax payment data using the Limited Bank Data Entry System (LBDES)/Bank system indicating the Revenue District Office (RDO) of the accepting AAB branch in the required field of the LBDES/Bank system and NOT the RDO Number of the taxpayer.

11. Not to impose penalties for any violations committed by the taxpayers in the filing of their tax returns and payments of internal revenue taxes, since it is the Bureau which will be the one to impose whatever appropriate penalties incident to the said violations, in accordance with existing policies.

For your guidance and strict compliance.



CAESAR R. DULAY
Commissioner of Internal Revenue

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