



**GROSS RECEIPTS / SALES
DECLARATION**

Name of Taxpayer: _____

Business Address: _____

KIND / NATURE OF BUSINESS	AREA (In Sq. Meters)	MAYOR'S / BUSINESS PERMIT NO.	GROSS SALES / RECEIPTS	
			2020	2021

SUMMARY OF SALES PER VAT/PERCENTAGE TAX RETURN/ QUARTERLY INCOME TAX RETURNS	
1st Quarter	
2nd Quarter	
3rd Quarter	
October	
November	
December	
TOTAL	

- CHECKLIST OF DOCUMENTS TO BE PRESENTED FOR EVALUATION;**
- 2021 Tax Payment
 - 2021 Certified Breakdown of Sales, if more than one line of business and/or Branches
 - 2021 VAT Returns / ITR / Percentage Tax Returns, whichever is applicable;
 - 2020 ITR's and Audited Financial Statement (FS)
 - Others: Mayors Permit, _____

(Signature Over Printed Name)

FOR EVALUATOR'S USE ONLY.

TAX YEAR	NATURE OF BUSINESS	GROSS SALES / RECEIPTS	REMARKS / FINDINGS

EVALUATED BY: _____
(Signature Over Printed Name)

Date : _____

"We Serve With Joy"



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