



EXAMINATION OF BOOKS OF ACCOUNTS

Examining books of accounts of business operators in Quezon City to determine the correct gross receipts of the business relative to its declaration in their tax payments

Office or Division:	Examination Division			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Quezon City Treasurer under Sec. 222, SP 91 S-1993			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Registered Books of Accounts		Business owner		
2.Sales invoice		Business owner		
3.Audited Financial Statement		Accountant		
4.Income Tax Return (ITR)		BIR		
5.VAT Returns/Percentage Tax Return		BIR		
6.Letter of Authority		City Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Receive the issued Letter of Authority 1.1Taxpayer/authorized representative present and submit the complete documentary requirements	1.Serve the Letter of Authority (LOA) with the list of required documents 1.1Set the schedule of examination	Depends on the tax deficiency based on audited documents presented	Serving of LOA depends on the area -Submission of documents to Examiner is 5 days	Revenue Examiner Examination Division
2. Request for a schedule of appointment to assigned Revenue Examiner	2.Evaluate and assess the data gathered through audit to determine the deficiency or tax delinquency (if there is any) 2.1 Prepare the Data and Assessment form and submit to the respective Supervising Revenue Examiner for review and validation of the examination findings 2.2Upon validation of the examination findings, Supervising Revenue Examiner submit the Data and Assessment form together with the attachments to the Chief of the Examination 2.3The Chief of Examination		21 days	Revenue Examiner Examination Division Supervising Revenue Examiner Examination Division



	<p>Division causes the preparation of Notice of Assessment for approval of the City Treasurer</p> <p>2.4 Revenue Examiner inform the taxpayer of the amount of deficiency/tax delinquency upon approval of the Notice of Assessment by the City Treasurer</p> <p>*In case, taxpayer delay the examination for no apparent reason, Revenue Examiner shall report the non-compliance for proper legal action</p> <p>*In case, taxpayer failed to settle its deficiency/tax delinquency within the prescribed period of time (60 days), proper legal action will be enforced</p>			<p>Chief of Examination Division</p> <p>City Treasurer</p> <p>Revenue Examiner Examination Division</p>
3.Receive the printed Tax Bill and pay the tax delinquency indicated in Tax Bill	<p>3.Issue printed tax bill based on the indicated tax delinquency</p> <p>3.1Accept payment and issue official receipt</p>		10 minutes	<p>Assessment Officer</p> <p>Collector</p>
4.Present the original and submit and photocopy of Tax Bill and Official Receipt 4.1Receive the approved Letter of Confirmation (LOC)	<p>4.Receive the submitted copy of official receipt</p> <p>4.1 Prepare the Letter of Confirmation for approval of the City Treasurer upon full payment of any tax deficiency</p>		<p>5 minutes</p> <p>10 minutes</p>	<p>Revenue Examiner</p> <p>City Treasurer</p> <p>Releasing Clerk Examination Division</p>
Total			21 days and 25 minutes	