



## 49. Online payment of remittances on BIR

Filing of online payment for remittances on BIR.

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Government Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Schedule of BIR Remittances		Senior Accounting Processor A		
2. BIR Form 1601C, 1600, 1601EQ, 2551Q		Senior Accounting Processor A		
3. EFPS Payment Form		Senior Accounting Processor A		
4. BIR Confirmation Receipt		Senior Accounting Processor A		
5. System generated remittances report		Senior Accounting Processor A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Prepares Schedule of BIR Remittances and system generated remittances reports.	None	1 hour	Senior Accounting Processor A
2. None	2. Checks the Schedule of BIR Remittances.	None	30 minutes	Financial Planning Specialist A
3. None	3. Upload online report to BIR Website (EFPS).	None	30 minutes	Senior Accounting Processor A
4. None	4. Prepares Disbursement Voucher & Journal Voucher	None	10 minutes	Senior Accounting Processor A
5. None	5. Certifies and signs the correctness of DV and supporting documents.	None	3 minutes	Finance Department Manager
6. None	6. Approves the DV and supporting documents.	None	4 minutes	General Manager
<b>Total:</b>		None	2 hours and 17 minutes	