



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