



## 17. 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 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		
<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	<b>Maribelle C. Enriquez</b> (Accounting Processor B)
2. None	2. Checks the Schedule of BIR Remittances.	None	30 minutes	<b>Maria Gaybriel G. Datu</b> (Senior Financial Planning Specialist)
3. None	3. Upload online report to BIR Website (EFPS).	None	30 minutes	<b>Maribelle C. Enriquez</b> (Accounting Processor B)
4. None	4. Prepares Disbursement Voucher & Journal Entry Voucher	None	10 minutes	<b>Maribelle C. Enriquez</b> (Accounting Processor B)
5. None	5. Certifies and signs the correctness of DV and supporting documents and checks JEV	None	3 minutes	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)
6. None	6. Approves the DV, JEV and supporting documents.	None	4 minutes	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
<b>Total:</b>		None	2 hours and 17 minutes	