



17. Online payment of remittances on BIR

Filing of online payment for remittances on BIR.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Schedule of BIR Remittances (2pcs., Original)	Accounting Processor B			
2. BIR Form 1601C, 1600 PT, 1600 VT, 0619E, 2551 & 1601-EQ (2pcs., Original)	Accounting Processor B			
3. EFPS Payment Form (2pcs., Original)	Accounting Processor B			
4. BIR (Landbank) Confirmation Receipt (2pcs., Original)	Accounting Processor B			
5. System generated remittances report (2pcs., Original)	Accounting Processor B			
6. BIR eFPS Payment Confirmation (2pcs., Original)	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	Maribelle C. Enriquez (Accounting Processor B)
2. None	2. Checks the Schedule of BIR Remittances.	None	30 minutes	Maria Gaybriel G. Datu (Senior Financial Planning Specialist)
3. None	3. Upload online report to BIR Website (EFPS).	None	30 minutes	Maribelle C. Enriquez (Accounting Processor B)
4. None	4. Prepares Disbursement Voucher & Journal Entry Voucher	None	10 minutes	Maribelle C. Enriquez (Accounting Processor B)
5. None	5. Certifies and signs the correctness of DV and supporting documents and checks JEV	None	3 minutes	Jeanne M. Carpio (Finance Dept. Manager)
6. None	6. Approves the DV, JEV and supporting documents.	None	4 minutes	Engr. Charlito G. Rodriguez (General Manager)
Total:		None	2 hours and 17 minutes	