

VAT REFUND/CREDIT COVERING SHEET
(For Claims Filed at the VAT Credit Audit Division)

Claimant : _____
 Address : _____
 TIN : _____
 Period of Claim : _____
 Amount of Claim : _____
 Date Filed : _____
 TVN No. : _____
 TVN Date : _____

Revenue Officer/s Assigned : _____
 Group Supervisor : _____
 Reviewer/Supervisor : _____

BIR Offices	Prescribed No. of Days			Date		Actual No. of Days From Date of Filing	Signature of Receiving Officer
	<P50M	P50M to P150M	>P150M	Received	Released		
VAT Credit Audit Division	55	53	53			days	
Tax Audit Review Division	15	15	13			days	
Office of the ACIR, Assessment Service	5	4	3			days	
Office of DCIR, Operations Group	-	3	3			days	
Office of the Commissioner of Internal Revenue	-	-	3			days	
Finance Service/Accounting Division	10					days	
Administrative Service	5					days	

TOTAL NUMBER OF DAYS 90 Days days

90th Day _____

R.G. Manabat & Co.
TAX

VAT REFUND/CREDIT COVERING SHEET
(For Claims Filed at Large Taxpayers Service)

Claimant : _____
 Address : _____
 TIN : _____
 Period of Claim : _____
 Amount of Claim : _____
 Date Filed : _____
 TVN No. : _____
 TVN Date : _____

Revenue Officer/s Assigned : _____
 Group Supervisor : _____
 Reviewer/Supervisor : _____

BIR Offices	Prescribed No. of Days		Date		Actual No. of Days From Date of Filing	Signature of Receiving Officer
	Local Purchases Only	With Importation	Received	Released		
Processing Office	62	60			days	
Office of the Head Revenue Executive Assistant	8	8			days	
Office of the ACIR, Large Taxpayers Service	5	5			days	
Office of the Commissioner of Internal Revenue	-	2			days	
Finance Service/Accounting Division	10				days	
Administrative Service	5				days	

TOTAL NUMBER OF DAYS

90 Days

days

90th Day

R.G. Manabat & Co.
TAX

VAT REFUND/CREDIT COVERING SHEET
(For Claims Filed at Revenue District Offices)

Claimant : _____
 Address : _____
 TIN : _____
 Period of Claim : _____
 Amount of Claim : _____
 Date Filed : _____
 TVN No. : _____
 TVN Date : _____

Revenue Officer/s Assigned _____
 Group Supervisor _____
 Reviewer/Supervisor _____

BIR Offices	Prescribed No. of Days	Date		Actual No. of Days From Date of Filing	Signature of Receiving Officer
		Received	Released		
Verification of RDO	55			days	
Review of Assessment Division	15			days	
Approval of the Office of the Regional Director	5			days	
Finance Service/Accounting Division of National Office	5			days	
Finance Division of Revenue Region	4			days	
Administrative and Human Resource Management Division	3			days	
Office of the Regional Director	3			days	

TOTAL NUMBER OF DAYS 90 Days days

90th Day _____

R.G. Manabat & Co.
TAX