

(To be filled up by the BIR)

DLN:

PSIC:



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Quarterly Percentage
Tax Return

BIR Form No.

2551

July 1999 (ENCS)

(Except Transactions Involving Shares of Stock Listed and Traded Through the Local Stock Exchange, and Percentage Tax Payable Under Special Laws)

▶ For the <input type="checkbox"/> Calendar <input type="checkbox"/> Fiscal	3 Quarter	4 Amended Return	5 Number of sheets attached
▶ Year Ended (MM / YYYY)	▶ <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	▶ <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part I Background Information			
6 TIN	7 RDO Code	8 Line of Business/ Occupation	
9 Taxpayer's Name (For Individual) Last Name, First Name, Middle Name/(For Non-individual) Registered Name		10 Telephone Number	
# Registered Address		12 Zip Code	
13 Are you availing of tax relief under Special Law or International Tax Treaty? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify			

Part II Computation of Tax				
Taxable Transaction/ Industry Classification	A T C	Taxable Amount	Tax Rate	Tax Due
14A	14B	14C	14D	14E
15A	15B	15C	15D	15E
16A	16B	16C	16D	16E
17A	17B	17C	17D	17E
18A	18B	18C	18D	18E
19 Total Tax Due				19
20 Less: Tax Credits/Payments				
20A Creditable Percentage Tax Withheld Per BIR Form No. 2307				20A
20B Tax Paid in Return Previously Filed, if this is an Amended Return				20B
20C Total Tax Credits/Payments (Sum of Items 20A & 20B)				20C
21 Tax Payable (Overpayment) (Item 19 less Item 20C)				21
22 Add: Penalties				
22A Surcharge				22A
22B Interest				22B
22C Compromise				22C
22D				22D
23 Total Amount Payable/(Overpayment) (Sum of Items 21 and 22D)				23
If overpayment, mark one box only: <input type="checkbox"/> To be Refunded <input type="checkbox"/> To be issued a Tax Credit Certificate				

I declare, under the penalties of perjury, that this return has been made in good faith, verified by me, and to the best of my knowledge, and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.

24	25
Taxpayer/ Authorized Agent Signature over Printed Name	Title/Position of Signatory

Part III Details of Payment					Stamp of Receiving Office and Date of Receipt
Particulars	Drawee Bank/ Agency	Number	Date MM DD YYYY	Amount	
26 Cash/Bank Debit Memo				26	
27 Check 27A	27B	27C	27D	27D	
28 Tax Debit Memo	28A	28B	28C	28C	
29 Others 29A	29B	29C	29D	29D	

Machine Validation/Revenue Official Receipt Details (If not filed with the bank)

ATC	Percentage Tax On:	Tax Rate	ATC	Percentage Tax On:	Tax Rate
PT 010	Persons exempt from VAT under Sec. 109z (Sec. 116)	3%		Tax on finance companies	
PT 040	Domestic carriers and keepers of garages	3%	PT 111	1) On interest, discounts and other items of gross income paid to finance companies and other financial intermediaries not performing quasi-banking functions	5%
PT 041	International Carriers	3%			
PT 060	Franchises on electric utilities, gas and water utility	2%	PT 112	2) On interest, commissions and discounts paid from their loan transactions from finance companies as well as financial leasing based on the remaining maturities of the instruments	5%,3%, 1%,0%
PT 070	Franchises on radio/TV broadcasting companies whose annual gross receipts do not exceed P 10 M	3%			
PT 090	Overseas dispatch message or conversation originating from the Philippines	10%	PT 120	Life Insurance premium	5%
	Tax on banks and non-bank financial intermediaries		PT 130	Agents of Foreign Insurance Companies	
PT 101	1) On interest, commissions and discounts paid to banks and non-bank financial intermediaries arising out of lending activities as well as financial leasing, on the basis of the remaining maturities of the instrument	5%,3%,1%,0%		a) Insurance Agents	10%
				b) Owners of property obtaining insurance directly with foreign insurance companies	5%
PT 102	2) On dividends	0%	PT 140	Cockpits	18%
PT 103	3) On royalties, rentals of property, real or personal, profits from exchange and all other gross income	5%	PT 150	Cabarets, day or night clubs	18%
			PT 160	Boxing exhibitions	10%
			PT 170	Professional Basketball Games	15%
			PT 180	Jai-alai and race tracks	30%

BIR FORM NO. 2551 - QUARTERLY PERCENTAGE TAX RETURN
Guidelines and Instructions

Who Shall File

- This return shall be filed in triplicate by the following:
- Persons whose gross annual sales and/or receipts do not exceed P550,000 and who are not VAT-registered persons.
 - Domestic carriers and keepers of garages, except owners of bancas and owners of animal-drawn two wheeled vehicle.
 - Operators of international air and shipping carriers doing business in the Philippines.
 - Franchise grantees of electric, gas or water utilities.
 - Franchise grantees of radio and/or television broadcasting companies whose gross annual receipts of the preceding year do not exceed Ten Million Pesos (P10,000,000.00) and did not opt to register as VAT taxpayers.
 - Franchise grantees sending overseas dispatch, messages or conversations from the Philippines, except on services involving the following:
 - Government of the Philippines - for messages transmitted by the Government of the Republic of the Philippines or any of its political subdivisions and instrumentalities;
 - Diplomatic services - for messages transmitted by any embassy and consular offices of a foreign government;
 - International organizations - for messages transmitted by a public international organization or any of its agencies based in the Philippines enjoying privileges and immunities pursuant to an international agreement; and
 - News Services - for messages from any newspaper, press association, radio or television newspaper, broadcasting agency, or newsticker services to any other newspaper, press association, radio or television newspaper broadcasting agency or newsticker services or to bonafide correspondents, which messages deal exclusively with the collection of news items for, or the dissemination of news items through, public press, radio or television broadcasting or a newsticker service furnishing a general news service similar to that of the public press.
 - Banks, non-bank financial intermediaries and finance companies.
 - Life insurance companies.
 - Agents of foreign insurance companies.
 - Proprietors, lessees or operators of cockpits, cabarets, night or day clubs, boxing exhibitions, professional basketball games, jai-alai and racetracks.

Provided that cooperatives shall be exempt from the three percent (3%) gross receipts tax.

When and Where to File

The return shall be filed on or before the 25th day of the month following the close of the quarter, except in the case of amusement taxes and tax on overseas dispatch, message or conversation transmitted from the Philippines where the return shall be filed within twenty (20) days after the end of each quarter. Any person retiring from a business subject to percentage taxes shall notify the nearest Revenue District Office, file his return and pay the tax due thereon within twenty (20) days after closing his business.

The return shall be filed with any Authorized Agent Bank (AAB) within the territorial jurisdiction of the Revenue District Office where the taxpayer is required to register/conducting business. In places where there are no AABs, the return shall be filed with the Revenue Collection Officer or duly Authorized City or Municipal Treasurer within the Revenue District Office where the taxpayer is required to register/conducting business.

A taxpayer may, at his option, file a separate return for the head office and for each branch or place of business or a consolidated return for the head office and all the branches except in the case of large taxpayers where only one consolidated return is required.

When and Where to Pay

Upon filing this return, the total amount payable shall be paid to the Authorized Agent Bank (AAB) where the return is filed. In places where there are no AABs, payment shall be made directly to the Revenue Collection Officer or duly Authorized City or Municipal Treasurer who shall issue a Revenue Official Receipt (BIR Form No. 2524) therefor. Where the return is filed with an AAB, the lower portion of the return must be properly machine-validated and stamped by the Authorized Agent Bank to serve as the receipt of payment. The machine validation shall reflect the date of payment, amount paid and transaction code, and the stamped mark shall show the name of the bank, branch code, teller's code and teller's initial. The AAB shall also issue an official receipt or bank debit advice or credit document, whichever is applicable, as additional proof of payment.

Basis of Tax

The tax is based on gross receipts except on insurance companies where the basis of tax is the total premium collected. "Gross receipts" means all amounts received by the prime or principal contractor, undiminished by any amount paid to any subcontractor under a subcontract arrangement. For the purpose of the amusement tax, the term "gross receipts" embraces all the receipts of the proprietor, lessee or operator of the amusement place. Said gross receipts also include income from television, radio and motion picture rights, if any.

Penalties

- There shall be imposed and collected as part of the tax:
- A surcharge of twenty five percent (25%) for each of the following violations:
 - Failure to file any return and pay the amount of tax or installment due on or before the due date;
 - Unless otherwise authorized by the Commissioner, filing a return with a person or office other than those with whom it is required to be filed;
 - Failure to pay the full or part of the amount of tax shown on the return, or the full amount of tax due for which no return is required to be filed on or before the due date;
 - Failure to pay the deficiency tax within the time prescribed for its payment in the notice of assessment.

- A surcharge of fifty percent (50%) of the tax or of the deficiency tax, in case any payment has been made on the basis of such return before the discovery of the falsity or fraud, for each of the following violations:
 - Willful neglect to file the return within the period prescribed by the Code or by rules and regulations; or
 - In case a false or fraudulent return is willfully made.
- Interest at the rate of twenty percent (20%) per annum, or such higher rate as may be prescribed by rules and regulations, on any unpaid amount of tax from the date prescribed for the payment until the amount is fully paid.
- Compromise penalty.

Attachments Required

- Certificate of Creditable Tax Withheld at Source, if applicable;
- Duly approved Tax Debit Memo, if applicable;
- Copy of Certificate of Registration issued by Cooperative Development Authority for cooperatives and from the National Electrification Administration for electric cooperatives;
- For amended return, proof of the payment and the return previously filed.

Note: All background information must be properly filled up.

- Nos. 1, 2 and 3 of this form refer to transaction period and not the date of filing this return.
- The last 3 digits of the 12-digit TIN refers to the branch code.
- TIN = Taxpayer Identification Number