

OUR TAX SERVICES INCLUDES:

- Monthly computation and preparation of the following BIR tax returns:
 - BIR Form 0619E – Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)
 - BIR Form 1601C – Monthly Remittance Return of Income Taxes Withheld (Compensation)
 - BIR Form 2550M – Monthly Value Added (VAT) Declaration.

- Quarterly computation and preparation of the following BIR tax returns and its Attachments:
 - BIR Form 1601EQ – Quarterly Remittance Return of Creditable Income Taxes Withheld (Expanded) or Quarterly Alphabetical List of Payees
 - BIR Form 1601FQ – Quarterly Remittance Return of Final Income Taxes Withheld or Quarterly Alphabetical List of Payees
 - BIR Form 1701Q – Quarterly Income Tax Return for Individuals, Estates and Trusts.
 - BIR Form 1702Q – Quarterly Income Tax Return
 - BIR Form 2550Q – Quarterly Value Added (VAT) Declaration or VAT Relief Files
- Summary List of Sales
- Summary List of Purchases
- Summary List of Importation
- BIR Form 2551Q – Quarterly Percentage Tax Return
- Semestral computation and preparation of SRS (Semestral List of Regular Suppliers)
- Annual computation and preparation of the following BIR tax returns and its Attachments:
 - BIR Form 1702 – Annual Income Tax Return For Corporation, Partnership and other Non-Individual Taxpayer
 - BIR Form 1701- Annual Income Tax Return for Self Employed Individual
 - BIR Form 1700 - Annual Income Tax Return for Individual Earning Purely Compensation Income (For employees)
 - BIR Form 1604C – Annual Information of Income Tax Withheld on Compensation
 - BIR Form 1604F – Annual Information of Income Tax Withheld on Final Withholding Taxes
 - BIR Form 1604E – Annual Information of Creditable Income Tax Withheld (Expanded)
- Preparation of Certificate of Withholding Tax Returns:
 - BIR Form 2307– Certificate of Tax Withheld at Source
 - BIR Form 2316 – Certificate of Compensation Payment / Tax Withheld

Internal Tax Audit - *Internal review to make sure all supporting docs and other substantiations are intact and in accordance with tax laws and regulations.

Review of Financial Statement (FS) - * to make sure all tax related accounts and other accounts are equal with filed returns to minimize tax exposure.

Preparations of Supporting Documents/Reconciliation during BIR Audit

- **Application for Loose Leaf Books of Accounts and Accountable Forms**
- **Application for CAS (Computerized Accounting System)** – provide guidelines and assistance in application for CAS
- **Processing of Transfer Tax DST/CGT/Donation**

*Soft and Hardcopy of all filed and submitted documents