

(To be filled up by the BIR)

DLN:

PSIC:



Republika ng Pilipinas  
Kagawaran ng Pananalapi  
Kawanihan ng Rentas Internas

# Monthly Percentage Tax Return

BIR Form No.

# 2551M

September 2005 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 ▶ For the <input type="checkbox"/> Calendar <input type="checkbox"/> Fiscal	3 For the month (MM/YYYY) ▶	4 Amended Return <input type="checkbox"/> Yes <input type="checkbox"/> No	5 Number of sheets attached
2 ▶ Year ended (MM/YYYY)			

### 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
11 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 (See Schedule 1)				20A		
20B Tax Paid in Return Previously Filed, if this is an Amended Return				20B		
21 Total Tax Credits/Payments (Sum of Items 20A & 20B)				21		
22 Tax Payable (Overpayment) (Item 19 less Item 21)				22		
23 Add: Penalties Surcharge Interest Compromise						
23A				23B	23C	23D
24 Total Amount Payable/(Overpayment) (Sum of Items 22 and 23D)				24		
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.

25 \_\_\_\_\_  
President/Vice President/Principal Officer/Accredited Tax Agent/  
Authorized Representative/Taxpayer  
(Signature Over Printed Name)

26 \_\_\_\_\_  
Treasurer/Assistant Treasurer  
(Signature Over Printed Name)

\_\_\_\_\_  
Title/Position of Signatory

\_\_\_\_\_  
TIN of Signatory

\_\_\_\_\_  
Title/Position of Signatory

\_\_\_\_\_  
Tax Agent Acc. No./Atty's Roll No.(if applicable)

\_\_\_\_\_  
Date of Issuance

\_\_\_\_\_  
Date of Expiry

\_\_\_\_\_  
TIN of Signatory

### Part III Details of Payment

Particulars	Drawee Bank/ Agency	Number	Date			Amount
			MM	DD	YYYY	
27 Cash/Bank 27A Debit Memo		27B	27C			27D
28 Check 28A		28B	28C			28D
29 Tax Debit Memo		29A	29B			29C
30 Others 30A		30B	30C			30D

Stamp of  
Receiving Office/AAB  
and Date of Receipt  
(RO's Signature/  
Bank Teller's Initial)

Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank)

Schedule 1 Tax Withheld Claimed as Tax Credit				
Period Covered	Name of Withholding Agent	Income Payments	Tax Withheld	Applied
<b>Total (To Item 20A)</b>				

**ALPHANUMERIC TAX CODE (ATC)**

ATC	Percentage Tax On:	Tax Rate	ATC	Percentage Tax On:	Tax Rate
PT 010	Persons exempt from VAT under Sec. 109v (Sec. 116)	3%	PT 103 3)	On royalties, rentals of property, real or personal, profits from exchange and all other gross income	7%
PT 040	Domestic carriers and keepers of garages	3%	PT 104 4)	On net trading gains within the taxable year on foreign currency, debt securities, derivatives, and other financial instruments	7%
PT 041	International Carriers	3%			
PT 060	Franchises on gas and water utilities	2%	Tax on Other Non-Bank Financial Intermediaries not performing quasi-banking functions		
PT 070	Franchises on radio/TV broadcasting companies whose annual gross receipts do not exceed P 10 M	3%	1) On interest, commissions and discounts from lending activities as well as income from financial leasing, on the basis of remaining maturities of instruments from which such receipts are derived		
Tax on banks and non-bank financial intermediaries performing quasi banking functions			PT 113 Maturity period is five (5) years or less 5%		
1) On interest, commissions and discounts from lending activities as well as income from financial leasing, on the basis of remaining maturities of instruments from which such receipts are derived			PT 114 Maturity period is more than five (5) years 1%		
PT 105	Maturity period is five (5) years or less	5%	PT 115 2) From all other items treated as gross income under the code 5%		
PT 101	Maturity period is more than five (5) years	1%	PT 120 Life Insurance premium 5%		
PT 102	2) On dividends and equity shares and net income of subsidiaries	0%	Agents of Foreign Insurance Companies		
			PT 130 a) Insurance Agents 10%		
			PT 132 b) Owners of property obtaining insurance directly with foreign insurance companies 5%		

**BIR Form No. 2551M Percentage Tax Return Guidelines and Instructions**

### Who Shall File

This return shall be filed in triplicate by the following:

1. Persons whose gross annual sales and/or receipts do not exceed P1,500,000 and who are not VAT-registered persons.
2. Domestic carriers and keepers of garages, except owners of bancas and owners of animal-drawn two wheeled vehicle.
3. Operators of international air and shipping carriers doing business in the Philippines.
4. Franchise grantees of gas or water utilities.
5. 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.
6. Banks, non-bank financial intermediaries and finance companies.
7. Life insurance companies.
8. Agents of foreign insurance companies.

### When and Where to File

The return shall be filed not later than the 20<sup>th</sup> day following the end of each month. 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, taxpayer must accomplish and submit BIR-prescribed deposit slip, which the bank teller shall machine validate as evidence that payment was received by the AAB. The AAB receiving the tax return shall stamp mark the word "Received" on the return and also machine validate the return as proof of filing the return and payment of the tax by the taxpayer, respectively. The machine validation shall reflect the date of payment, amount paid and transactions code, the name of the bank, branch code, teller's code and teller's initial. Bank debit memo number and date should be indicated in the return for taxpayers paying under the bank debit system.

### For Electronic Filing and Payment System (EFPS) Taxpayer

The deadline for electronically filing and paying the taxes due thereon shall be in accordance with the provisions of existing applicable revenue issuances.

### Basis of Tax

The tax is based on gross sales, receipts or earnings except on insurance companies where the basis of tax is the total premium collected/paid.

"Gross receipts" means all amounts received by the prime or principal contractor, undiminished by any amount paid to any subcontractor under a subcontract arrangement.

### Penalties

There shall be imposed and collected as part of the tax:

1. A surcharge of twenty five percent (25%) for each of the following violations:
  - a. Failure to file any return and pay the amount of tax or installment due on or before the due date;
  - b. 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;
  - c. 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;
  - d. Failure to pay the deficiency tax within the time prescribed for its payment in the notice of assessment.
2. 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:
  - a. Willful neglect to file the return within the period prescribed by the Code or by rules and regulations; or
  - b. In case a false or fraudulent return is willfully made.
3. 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.
4. Compromise penalty.

### Attachments Required

1. Certificate of Creditable Tax Withheld at Source, if applicable;
2. Duly approved Tax Debit Memo, if applicable;
3. For amended return, proof of the payment and the return previously filed;
4. All returns filed by an authorized representative must attach authorization letter.

### Note: All background information must be properly filled up.

- All returns filed by an accredited tax representative on behalf of a taxpayer shall bear the following information:
  - A. For CPAs and others (individual practitioners and members of GPPs):
    - a.1 Taxpayer Identification Number (TIN); and
    - a.2 Certificate of Accreditation Number, Date of Issuance, and Date of Expiry.
  - B. For members of the Philippine Bar (individual practitioners, members of GPPs):
    - b.1 Taxpayer Identification Number (TIN); and
    - b.2 Attorney's Roll Number or Accreditation Number, if any.
- 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

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