	COMMERCIAL SERVICES DEPARTMENT	DOCUMENT CODE	PM-08-02-W20
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 of 1
SECTION	OPERATION	EFFECTIVITY DATE	August 1, 2018
SUBJECT	VALIDATE FRANCHISE TAX CREDITS		

1.0 Person Responsible

1.1 Customer Service Assistant (CSA) – Franchise Tax Point Person

2.0 Tools, Materials, and Equipment

- 2.1 BIR Form 2307
- 2.2 Daily Franchise Tax Payment Report
- 2.4 Computer and Printer

3.0 Work Steps

- 3.1 Receives 2 copies of Daily Franchise Tax Payment Report from Point Person from Finance Department.
- 3.2 Checks each entry in the collection system and reconcile with amount in BIR Form 2307.
- 3.3 Ensure correctness of filled-out BIR Form 2307.
- 3.4 Sign on both copies. Return 1 copy to FPD point person. Retain copy for file.
- 3.5 File.

3.0 Work Conditions and Environment/Safety Requirements

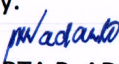
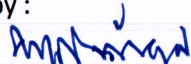
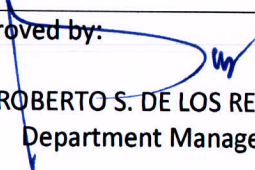
4.1 None.

4.0 References

5.1 IN-CSD-08-003, Citizen’s Charter Manual-Revised September 2016

5.0 Record

- 6.1 Daily Franchise Tax Payment Report
- 6.2 Monthly Alpha List of Franchise Tax Report

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