

Please submit the above accomplished forms to the UPV Accounting Office c/o Payroll Section on or before **September 18, 2015**. This will give us enough time to process and compute annual tax due and adjust succeeding withholding taxes by October 2015 and/ or refund any excess before the year ends.

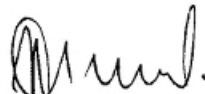
Personnel who cannot make it to the deadline will personally submit the above documents to the BIR. Meanwhile, we will continue withholding 10% from your salaries until adjustments of withholding tax can be made upon receipt of BIR acknowledged documents.

Please feel free to visit the Payroll Section -Accounting Office if you need assistance.

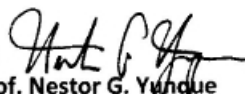
This update means, **no monthly filing of BIR Form 2551M for business tax and quarterly BIR Form 1701Q for income tax**, instead, **an annual income tax will be filed through UPV** (Substituted Filing- February 15) **or BIR** (April 15) on or before the due date of the following year.

May I take this opportunity, to again remind the Unit Heads and/or Hiring Officers concerned to make sure that personnel being hired including laborers shall have individual TIN. "No TIN – No Payment of Salaries" (Accounting Office Advisory 2011-003 dated April 5 2011). It would be a personal liability of the Hiring Officer if salaries cannot be processed due to non-compliance of the BIR requirements.

Thank you for your cooperation!



Jocelyn F. Genesisila

Approved: 
Prof. Nestor G. Yunque
Vice Chancellor for Administration