WHO SHALL FILE
This return/declaration shall be filed by the following taxpayers:
1. A VAT-registered person;
2. A person required to register as a VAT taxpayer but failed to register; and
3. A person who imports goods.

Who and Where to file
The returns/declarations shall not be filed later than the 20th day following the end of each calendar quarter, provided that with respect to taxpayers enrolled in the Electronic Filing and Payment System of the BIR, the deadline for e-filing the monthly VAT Declaration showing BIR-registered name of the seller/supplier/service-provider, address of the branch, and details of the sale, shall be 5 days prior to the deadline set above. The declaration shall be accomplished only for the first two (2) months of each calendar year.

The return/declarations must be filed with any Authorized Agent Bank (AAB) within the jurisdiction of the Revenue District Officer where the taxpayer is required to register. In places where there is no Authorized Agent Bank (AAB), the return/declarations shall be filed with the Revenue Collection Officer or duly Authorized City or Municipal Treasurer located in the jurisdiction where the taxpayer is required to register.

Taxpayers with branches shall file only one consolidated return/declaration for his principal place of business or head office and all branches.

When and Where to Pay
Upon filing this return/declaration, the total amount payable shall be paid to the Authorized Agent Bank (AAB) where the return/declaration is filed. In places where there are no AABs, payment shall be made to the Revenue Collection Officer or duly Authorized City or Municipal Treasurer who shall issue a Revenue Official Receipt (BOR) therefor.

The return/declaration is filed with an AAB, the lower portion of the return/declaration 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 tax code; and the stamped mark shall show the name of the bank, branch code, teller code and teller initial. The AAB shall issue an official receipt or bank debit advice or credit document, whichever is applicable, as additional proof of payment.

Rates and Bases of Tax
A. On Sale of Goods and Properties — ten percent (10%) of the gross selling price or gross value in money of the goods or properties sold, bartered or exchanged.
B. On Sale of Services and Use or Lease of Properties — ten percent (10%) of gross receipts derived from the sale or exchange of services, including the use or lease of properties.
C. On Importation of Goods — ten percent (10%) on the total value used by the Bureau of Customs in determining tariff and customs duties, plus customs duties, excise duties, and value in money of the goods or properties sold, bartered or exchanged.

Computation of Tax

Input Tax (total invoice amount in invoice/official receipt or purchase order includes VAT) = Less: Input tax (total invoice amount in purchase invoices/receipts for the month x 1/100) Total VAT Payable (Excess Input Tax) ==

Definition of Terms
Input Tax means the value-added tax due from or paid by a VAT-registered person in the course of his trade or business on importation of goods or local purchase of goods or services, including lease or use of property, from a VAT-registered person. It shall also include the transitional tax due in accordance with Section 111 of the National Internal Revenue Code.

Input Tax means the value-added tax due on the sale or lease of taxable goods, properties or services by any person required to register or required to register under Section 236 of the National Internal Revenue Code.

The Quarterly Summary List of Sales must contain the monthly total sales generated from regular buyers/customers engaged in business or exercise of profession but did not qualify as regular buyers/customers as from amount of sales per buyer/customer, as well as from casual buyers/customers with individual sales amounting to P100,000.00 or more. For this purpose, the term "regular buyers/customers" shall refer to buyers/customers who are engaged in business or exercise of profession and those with whom the taxpayer has transacted at least six (6) transactions regardless of the amount per transaction either in the previous year or the current year.

The quarterly summary lists shall reflect the consolidated monthly transactions per seller/supplier or buyer for each of the three (3) months of the VAT taxable quarter of the taxpayer as reflected in the quarterly VAT return, except that monthly Input Tax of importation which shall show the individual transactions for the month for each month of the taxable VAT period. The quarterly VAT return due by the taxpayer shall be submitted to the BIR shall be the covered period of the corresponding quarterly VAT return.

The Quarterly Summary List of Sales and Purchases shall be submitted in magnetic form using 3.5-inch floppy diskettes following the format prescribed by the Bureau The P2,500,000.00/P1,000,000.00 threshold shall refer not only to sales/purchases subject to VAT but shall likewise mean the excess and zero-rated sales/purchases.

Submission of said summary lists in diskette form shall be required for the taxable quarter where the total sales (net of VAT, zero-rated, exempt) exceed P2,500,000.00 or total purchases (net of VAT, zero-rated, exempt) exceed P1,000,000.00. Thus, if the total quarterly sales amounted to P3,000,000.00 and the total quarterly purchases amounted to P900,000.00 from the quarterly summary list to be submitted shall only be for sales and not for purchases. On the other hand, if the total quarterly sales amounted to P2,500,000.00 and the total quarterly purchases amounted to P1,500,000.00 from the quarterly summary list to be submitted shall only be for sales and not for purchases. Since any of the taxable quarter’s total sales or purchases exceed the threshold, the VAT taxpayer shall, in addition to the requirement that the summary list for such quarter be submitted in accordance with the prescribed electronic format, be further required to submit the summary lists for the next three (3) succeeding quarters, still in accordance with the prescribed electronic format, regardless of whether or not such succeeding quarter’s total sales or purchases exceed the threshold amount of P2,500,000.00 for sales or P2,500,000.00 for purchases.

Only diskettes approved by the Commissioner shall be accepted as duly filed/submitted Quarterly Summary List of Sales and Output/Purchases and Input Tax/Imports. Failure to submit the quarterly summary list in the manner prescribed shall be punishable under the pertinent provisions of the Tax Code and existing regulations.

Penalties
The penalty shall be imposed and collected in addition to the tax:
1. A surcharge of fifteen percent (15%) for each of the following violations:
   a. Failure to file in time 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 officer other than the authorized BIR officer to whom a return is required to be filed.
   c. Failure to pay the full or part of the amount on taxes shown on the return, or the full amount of tax due for which any return is required to be filed or on or before the due date
   d. Failure to pay the deficiency tax within the time prescribed for its payment in the notice of deficiency
2. A surcharge of fifteen percent (15%) of the tax of the deficiency tax, in case any payment has been made on the tax due, but in excess of the deficiency tax, for each of the following violations:
   a. Without notice to file the return within the period prescribed by the Code or its rules and regulations; or
   b. In case of 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 the tax was due for payment until the amount is fully paid

Compulsory penalty

Attachments

1. Duly issued Certificate of Creditable VAT Withheld in Source, if applicable;
2. Duly approved Tax Debit Memo, if applicable;
3. Duly approved Tax Debit Memo Compliance Certificate, if any.

Note: All background information must be properly filled up.

1. All returns filed by an accredited tax representative on behalf of a taxpayer shall bear the following information:
   a. For CPA’s and others (individual practitioners and members of CPAs):
      i. 1 Transaction Summary (TS) and Itemized Summary of Sales (ISS) showing BIR-registered name of the seller/supplier/service-provider, address of the branch, and details of the sale,
      ii. 2 Certificate of Accreditation Number, Date of Issuance, if applicable;
   b. For members of the Philippine Bar (individual practitioners, members of CPAs)
      1. 1 Transaction Summary (TS) and Itemized Summary of Sales (ISS) showing BIR-registered name of the seller/supplier/service-provider, address of the branch, and details of the sale,
      2. Attorney’s Roll Number or Accreditation Number, if any.
2. Box No. 1 refer to the transaction period and not the date of filing this return.
3. The last 3 digits of the 12-digit TIN refers to the branch code.