

**REVENUE MEMORANDUM ORDER NO. 39-2020** issued on October 26, 2020 prescribes the policies, guidelines and procedures in the processing of applications for the Voluntary Assessment and Payment Program (VAPP) pursuant to Revenue Regulations (RR) No. 21-2020.

The Large Taxpayers (LT) Audit Divisions (LTAD)/LT Divisions (LTDs)/Revenue District Offices (RDOs) shall receive and process the applications of taxpayers for availment of VAPP starting from the effectivity of RR No. 21-2020. For this purpose, a Technical Working Group (TWG) shall be created in the said offices to ensure that all applications are acted upon within the prescribed period.

The TWG shall be responsible in receiving and processing the VAPP applications, including the issuance of Certificate of Availment, in case of full compliance, or Denial Letter in cases where the VAPP availment is disapproved based on the grounds provided under Sections 3, 7 and 8 of RR No. 21-2020.

The Assistant Chief, LT Office/Assistant Revenue District Officer (ARDO) shall review the VAPP application within five (5) working days from receipt of the docket, and recommend for its approval/disapproval by the Chief, LT Office/Revenue District Officer.

If approved, the Chief, LT Office/Revenue District Officer shall issue a Certificate of Availment (CA) within three (3) working days from approval of the application. All the applicable taxes availed of by the taxpayer shall be indicated on the CA.

In case of denial of the application due to failure of the taxpayer to act on the aforesaid notification or in case of invalid availments or falsified information, the Chief, LT Office/Revenue District Officer shall issue a Denial Letter (DL) within 3 working days from disapproval of the application.

The TWG shall forward to the One-Time Transactions (ONETT) Team the docket containing the following: i) BIR Form No. 2119; ii) BIR Form No. 0622; iii) Quadruplicate copy of CA; and iv) all the duly accomplished ONETT tax return(s) and corresponding documentary requirements. The ONETT Team shall issue/release the electronic Certificate Authorizing Registration (eCAR) to the concerned taxpayer within five (5) working days from receipt of the docket. After release of the eCARs, the ONETT Team shall transmit the dockets to the Chief, LT Office/Revenue District Officer.

Based on the list of VAPP availments provided by the TWG, the Chief, LT Office/Revenue District Officer shall suspend the conduct of the audit of taxpayer whose availment is under evaluation. The TWG shall coordinate with the Chief, Assessment Section (CAS) regarding the approved/denied availments. The audit shall resume if the availment has been found invalid.

If the taxpayer's availment has been determined to be valid and after issuance of the CA, the CAS shall recommend to the Chief, LT Office/Revenue District Officer to withdraw and cancel the issued Letter of Authority (LA), Tax Verification Notice (TVN), Notice for Informal Conference/Notice of Discrepancy for pending cases.

The Chief, LT Office/Revenue District Officer shall submit the reports specified in the Order not later than the 5<sup>th</sup> day following the close of the month. They shall also transmit all dockets on the approved/denied VAPP applications to the Office of the HREA, LTS/Chief, Assessment Division not later than the 15<sup>th</sup> day of the month following the month of issuance of the CA/DL, for post review.

The ACIR, LTS/Regional Director shall issue the Authority to Cancel Assessment (ATCA) for Final Assessment Notices covered by the approved VAPP availments with duly issued CAs within ten (10) working days from receipt of the Monthly Report on Certificates of Availment/ Denial Letters issued from the Chief, LT Office/Revenue District Officer.