

REVENUE MEMORANDUM ORDER NO. 26-2022 issued on April 29, 2022 prescribes the policies, guidelines and procedures in the application for revalidation of Tax Credit Certificates (TCC).

The following are the documentary requirements to be submitted to the BIR for the processing of said application:

- Letter request for revalidation of TCC of the taxpayer;
- Original copy of the TCC for revalidation;
- Original copy of the Secretary's Certificate or Board Resolution appointing the company's authorized signatory/ies and representative/s;
- Authorization letter of the employee/representative duly signed by the company signatory to follow-up the status of application and to pick-up the new TCC; and
- Photocopy of two (2) valid government issued identification cards (IDs), and the company IDs of both the company signatory and its authorized employee/representative, if applicable.

All applications for TCC revalidation, together with the original copy of the TCC and its complete supporting documents, shall be filed with the Miscellaneous Operations Monitoring Division (MOMD) under the Collection Service at the National Office. Applications with incomplete requirement shall not be accepted by the MOMD.

All applications for TCC revalidation shall be submitted anytime before the expiration of the validity period of the original TCC. The revalidation shall be accomplished through the issuance of a new TCC, reflecting its unutilized amount or creditable balance.

No revalidated TCC shall be issued unless the concerned offices have certified that the taxpayer-TCC holder has no outstanding tax liability. For this purpose, the term "outstanding tax liability" shall refer to an assessment that is already final and executory pursuant to Section 5(d) of Revenue Regulations No. 5-2000.

All application for TCC revalidation processed by the MOMD shall be recommended by the Assistant Commissioner-Collection Service (ACIR-CS) and subsequently approved or disapproved, as the case may be, by the Deputy Commissioner-Operations Group (DCIR-OG). In the absence of the DCIR-OG, the ACIR-CS shall approve/disapprove the application, subject to the issuance of a Revenue Delegation Authority.

The physical cancellation of the original copy of the old/expired TCC shall be done by the Office of the DCIR-OG with the signature of DCIR-OG duly affixed to the cancelled TCC.

Issued TCCs that remain unutilized by the taxpayer after five (5) years from the date of issue, unless an application for revalidation has been filed by the taxpayer before the end of the fifth year, shall be considered invalid. It shall not be allowed for use as payment of any of the taxpayer's internal revenue tax liability, and the unutilized amount covered by the Certificate shall revert to the general fund of the government. The revalidated TCC shall be valid for a period of five (5) years from the date of its issue.

The processing of application for revalidation that was held in abeyance due to existence of outstanding tax liability and valid open-stop filer cases shall be settled with the concerned RDO within two (2) years from the date of application for TCC revalidation. Non-settlement of the outstanding tax liability or valid open cases shall result to the denial of the taxpayer's applications for TCC revalidation.

All pending applications for TCC revalidation filed prior to the issuance of the Order shall be processed in accordance with the guidelines, policies and procedures prescribed in this Order.

The Procedures to be followed by concerned BIR offices in the processing of applications for TCC revalidation and the Reporting Requirements are specified in the Order.