Republic of the Philippines

Department of Finance

BUREAU OF INTERNAL REVENUE

 (Name of Office of the Approving Official)

**VAT REFUND/CREDIT** **NOTICE**

 (Date) .

Name of Claimant/Taxpayer

Address

Gentlemen/Sir/Madam:

This has reference to your claim for Value Added Tax (VAT) refund/credit covering the period from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of Php \_\_\_\_\_\_\_\_\_\_\_\_\_ pursuant to Section 112 of the National Internal Revenue Code (NIRC) of 1997, as amended.

Please be informed that upon processing of the claim under Tax Verification Notice No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_, the amount of input tax allowable on local purchases is Php \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as summarized below and with details in the herein attached Annex “A”.

|  |  |
| --- | --- |
| VAT Refund/Credit Claimed | Php x,xxx,xxx.xx |
| Disallowance(s)/Deduction(s) from Claim |  ( xxx,xxx.xx) |
| **Net Allowable VAT Refund/Credit**  | **Php x,xxx,xxx.xx** |

The approved report on the said claim, including the submitted original copies of sales invoices or official receipts in support of sales and purchases, were transmitted to the Commission on Audit (COA) for purposes of post-audit as mandated under Section 112(D) of the NIRC of 1997, as amended. Should there be a need for you to secure a certified copy of any or all of the said original documents, please submit a written request to COA stating therein the reason for the request and the specific documents that need to be certified. Moreover, the approved report on the said VAT refund may also be subject for further audit/investigation under the directive of higher authorities.

In case of findings requiring adjustment/deduction on the amount granted as a result of the above-mentioned post-audit, the deficiency tax or excess tax refund/credit shall be collected and/or deducted from future tax refund claim/s, if any.

Very truly yours,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Over Printed Name

 (Approving Revenue Official)