Bringing In Revenues
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
National Office Building
Quezon City

BAGONG PILIPINAS

JUL 23 2026

REVENUE MEMORANDUM ORDER NO. 019-2026

SUBJECT : Policies, Guidelines, and Procedures for the Availment of a One-Time Abatement of Taxes and/or Penalties for Micro Taxpayers Pursuant to Revenue Regulations No. 004-2026

TO : All Internal Revenue Officials, Employees and Others Concerned

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I. OBJECTIVES

This Order is issued to prescribe policies, guidelines, and procedures in the processing of applications for the availment of a one-time abatement of taxes and/or penalties for Micro Taxpayers.

II. POLICIES AND GUIDELINES

1. The Revenue District Office (RDO) shall process the application for availment of one-time abatement of taxes and/or penalties by micro taxpayers starting from the effectivity of Revenue Regulations (RR) No. 004-2026.

2. The RDO shall check and evaluate the completeness and correctness of the documentary requirements as enumerated in the One-Time Abatement for Micro Taxpayers Application Form (BIR Form No. 2121) [Annex "A"], and ensure that all fields of the said application form are completely and accurately filled-out.

3. Application for the availment of one-time abatement of taxes and/or penalties for Micro Taxpayers shall be filed in triplicate copies and be received only if the following required documents are complete:

   a. For Individual:

      i. Three (3) duly accomplished One-Time Abatement for Micro Taxpayers Application Form (BIR Form No. 2121);

      ii. Photocopy of valid government-issued ID of micro taxpayer-applicant (e.g., PhilSys, Passport, Driver's License) showing the name, address, and birthdate;

iii. Duly notarized Special Power of Attorney (SPA) authorizing the representative to process the application for the One-Time Abatement Program, if filed through an authorized representative;

iv. Photocopy of valid government-issued ID of the authorized representative;

v. Certificate of Existence of Outstanding Tax Liability/ies (CEOTL);

vi. Copy of the Preliminary Assessment Notice (PAN), Final Assessment Notice (FAN), Final Letter of Demand (FLD) or Final Decision on Disputed Assessment (FDDA) with the corresponding details of assessments, if applicable; and

vii. Letter of withdrawal of application for compromise or application for abatement, if applicable.

b. For Non-Individual:

i. Three (3) duly accomplished One-Time Abatement for Micro Taxpayers Application Form;

ii. Duly notarized Board Resolution or Written Resolution, in case of One Person Corporation (OPC), or Secretary Certificate authorizing the representative to process the application for the One-Time Abatement Program;

iii. Photocopy of valid government-issued ID of the sole stockholder of the OPC or Corporate Secretary;

iv. Photocopy of valid government-issued ID of the authorized representative/s;

v. CEOTL;

vi. Copy of the PAN, FAN, FLD or FDDA with the corresponding details of assessments, if applicable; and

vii. Letter of withdrawal of application for compromise or application for abatement, if applicable.

4. CEOTL using the format (Annex "B") shall be issued to the taxpayer-applicant by the following concerned BIR Offices within two (2) working days from receipt of the request:

MICRO TAXPAYER TAX CASES	ISSUING OFFICE/S
1. Delinquent Accounts	Regional Collection Division
2. Cases with pending Compromise Settlement applications or Abatement under RR No. 13-2001 applications	
3. "Accounts Payable" or "Due to BIR" duly recorded or acknowledged in the Taxpayer's Books of Account *(for certification that the payable does not appear in the records as delinquent account)*	
4. Cases with preliminary or final assessment, whether unprotested or with administrative protest pending in the Regional Office, Revenue District Office, Legal Service thru Appellate Division, Collection Service, Enforcement and Advocacy Service and other Offices in the National Office	Office of the Regional Director, through the Regional Assessment Division, Revenue District Office, Appellate Division, Collection Service, Enforcement and Advocacy Service, or other Offices in the National Office
5. Tax cases being disputed before the Department of Justice and the courts, including decided cases which are not yet final and executory 6. Tax Collection Cases filed with the Courts	Legal Division of the Regional Office or Litigation Division in the National Office
7. Criminal violations, other than those under the Run After Tax Evaders (RATE) Program of the Bureau, and other tax fraud cases, which are not yet filed in Court 8. No basic tax due but only penalties due (except interests and surcharge accessory to deficiency tax assessment) 9. Open Stop-Filer Cases	Revenue District Office

MICRO TAXPAYER TAX CASES	ISSUING OFFICE/S
10. Criminal violations under the Run After Tax Evaders (RATE) Program of the Bureau, and other tax fraud cases, which are not yet filed in Court *(for certification that no case has been filed in Court)*	Legal Division of the Regional Office or Prosecution Division in the National Office

All issuing Offices of CEOTL shall prepare Monthly Summary List of Issued Certificate of Existence of Outstanding Tax Liability/ies For Micro Taxpayers (Annex "C") and submit to Regional Collection Division (RCD) having jurisdiction over the taxpayer-applicant every 10th day of the following month.

5. The Assistant Revenue District Officer shall review and sign the application form for the approval of the Revenue District Officer.

6. The Certificate of Availment (Annex "D") shall be issued by the concerned Revenue District Officer within five (5) working days from the receipt of the proof of payment of the prescribed abatement fee. In the absence of the Revenue District Officer, the Certificate of Availment shall be issued by the Assistant Revenue District Officer. Such Certificate shall serve as the taxpayer-applicant's availment of one-time abatement, compliance with the requirements, and the closure of the case covered by the certificate.

7. Any person or taxpayer, natural or juridical, who is classified as micro taxpayer, may avail of the one-time abatement to settle any delinquent account/s or assessment/s, whether preliminary or final, disputed or not, open case penalties and compromise penalties, including those of micro taxpayers who have ceased business operations, **as of December 31, 2025** pursuant to RR No. 004-2026.

8. Qualified micro taxpayers may avail of the one-time abatement of taxes and/or penalties, **until December 31, 2026**, for cases falling under Section 4 of RR No. 004-2026 with delinquent or assessed basic tax or penalties of not more than Eighty Thousand Pesos (₱80,000.00) per taxable year.

9. The Five Thousand Pesos (₱5,000.00) abatement fee shall be paid within five (5) working days from the filing of the application form. For the payment of the abatement fee, BIR Form No. 0605 (Payment Form) shall be filed electronically through the BIR's electronic platforms or if unavailable, manually, in accordance with existing issuances, using the Tax Type "MA" One-Time Abatement for Micro taxpayers, Alphanumeric Tax Code (ATC) MC350 for individual and MC351 for non-individual, and paid electronically or manually through any Authorized Agent Bank (AAB).

10. The Authority to Cancel Assessment (ATCA) for cases covered by FAN, FLD or FDDA which have become final and executory shall be prepared by the concerned RCDs, within five (5) working days from receipt of Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Assessment Cases, whether Preliminary or Final, Disputed or Not (Annex "G").

    The ATCA shall be issued per taxable year regardless of the number of tax types involved and shall be approved by the Regional Director. In the absence of the Regional Director, the ATCA shall be approved by the Assistant Regional Director.

11. Lifting orders of the issued Warrant of Distraint and/or Levy (WDL), Warrants of Garnishment (WG), Notice of Tax Lien (NTL), Notice of Tax Levy (NOL) and Notice of Encumbrance (NOE) shall be prepared and issued by the concerned RCDs based on the approved ATCA, provided the tax liabilities covered by these warrants and notices are included in the taxpayer's availment of the one-time abatement.

    In case not all outstanding delinquent accounts are included, the issued WDLs, WGs, NTLs, NOLs and NOEs shall be amended to reflect the remaining tax liabilities after deducting the tax liabilities which have been covered by the application.

12. The RDO shall prepare and submit the following reports to the concerned offices:

TYPE OF REPORT	CONCERNED OFFICE/S	FREQUENCY OF SUBMISSION
List of Approved One-Time Abatement Applications of Micro Taxpayers with Open Stop-Filer Cases for Data Correction (Annex "E")	National Office Data Center (NODC) or Revenue Data Center (RDC); Collection Programs and Performance Audit Section (CPPAS) of Regional Collection Division (RCD)	Within two (2) working days from the date of approval
Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Delinquent Accounts (Annex "F")	Collection Programs and Performance Audit Section (CPPAS) of Regional Collection Division (RCD)	On or before the 5th day of the following month

TYPE OF REPORT	CONCERNED OFFICE/S	FREQUENCY OF SUBMISSION
Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Assessment Cases, whether Preliminary or Final, Disputed or Not (Annex "G")	Regional Assessment Division	On or before the 5th day of the following month
Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Other Cases (Annex "H")	Collection Programs and Performance Audit Section (CPPAS) of Regional Collection Division (RCD)	

13. The RCD or Regional Assessment Division shall prepare and submit the following reports to the concerned offices:

TYPE OF REPORT	CONCERNED OFFICE	FREQUENCY OF SUBMISSION
Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Open Stop-Filer Cases for Data Correction (Annex "I")	Collection Programs Division (CPD)	On or before the 10th day of the following month
Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Delinquent Accounts (Annex "J")	Accounts Receivable Monitoring Division (ARMD)	

TYPE OF REPORT	CONCERNED OFFICE	FREQUENCY OF SUBMISSION
Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Other Cases (Annex "K")	ARMD	On or before the 10th day of the following month
Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Assessment Cases, whether Preliminary or Final, Disputed or Not (Annex "L")	Assessment Performance Monitoring Division (APMD)	
Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Issued Authority to Cancel Assessment (Annex "M")	ARMD	

III. PROCEDURES

1. REVENUE DISTRICT OFFICE

A. Officer of the Day:

1. Receive from taxpayer the One-Time Abatement for Micro Taxpayers Application Form (BIR Form No. 2121), in triplicate copies, together with the complete documentary requirements enumerated in paragraph no. 3, Section II. Policies and Guidelines, of this Memorandum Order.

    i. Original – Taxpayer's copy
    ii. Duplicate – RDO's copy
    iii. Triplicate – RCD's copy

2. Check and evaluate the completeness of the documentary requirements submitted by the taxpayer-applicant.

3. Inform the taxpayer of lacking requirement/s or issue that may arise regarding the application, if any.

4. Assess all documents received from the concerned section attached in the application and determine whether the taxpayer-applicant is qualified for abatement.

5. Endorse the application form to Assistant Revenue District Officer for review and Revenue District Officer for approval, if the application qualifies for the abatement.

6. Provide the approved application form to the taxpayer-applicant.

7. Inform the taxpayer-applicant to pay the one-time abatement fee using the BIR Form No. 0605 (Payment Form) and to file the payment form electronically through the BIR's electronic platforms (Electronic Filing and Payment System/eBIRForms) or if unavailable, manually, in accordance with existing issuances and pay the corresponding abatement fee through the over-the-counter facility of any AAB, or electronically through any available electronic payment channels of BIR.

8. Receive proof of payment of BIR Form No. 0605 (Payment Form) from the taxpayer-applicant and endorse the payment and other documents to the Compliance Section for the issuance of the Certificate of Availment.

9. Release the Certificate of Availment to the taxpayer.

B. Compliance Section:

For processing of CEOTL (Open Stop-Filer Cases):

1. Receive from taxpayer-applicant the request letter for the issuance of CEOTL following the existing procedure in the issuance of certificate.

2. Verify and indicate all open stop-filer cases and provide the list at the request form and attach additional sheet, if applicable.

3. Endorse the request for CEOTL to the Collection Section.

4. Receive and release to the taxpayer-applicant the approved CEOTL from the Revenue District Officer.

For processing of Certificate of Availment, data correction, and reportorial requirements:

1. Receive approved application form (BIR Form No. 2121), proof of payment of BIR Form No. 0605 (Payment Form) and other necessary documents.

2. Prepare the Certificate of Availment for approval of the Revenue District Officer or in his absence, the Assistant Revenue District Officer.

3. Endorse the signed Certificate of Availment to the Officer of the Day.

4. Maintain a record of all approved or disapproved applications for One-Time Abatement of Micro Taxpayers.

5. Prepare, process all approved applications for necessary data correction and log to Service Desk.

6. Submit thru email the List of Approved One-Time Abatement Applications of Micro Taxpayers with Open Stop-Filer Cases for Data Correction (Annex "E") to the concerned NODC or RDC, copy furnished CPPAS of RCD, within two (2) days from the date of approval.

7. Submit thru email the Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Delinquent Accounts (Annex "F") and Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Other Cases (Annex "H") to the CPPAS of RCD on or before the 5th day of the following month.

8. Prepare and submit Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Assessment Cases, whether Preliminary or Final, Disputed or Not (Annex "G") to Regional Assessment Division on or before the 5th day of the following month.

C. Collection Section:

1. Receive from Compliance Section the request for CEOTL.

2. Verify and indicate the existence of open stop-filer cases not tagged in the BIR Core Systems.

3. Endorse the request for CEOTL to the Client Support Section.

D. Client Support Section:

1. Receive from Collection Section the request for CEOTL.

2. Check and validate if the taxpayer-applicant is classified as MICRO taxpayer.

3. Endorse the request for CEOTL to the Assessment Section.

E. Assessment Section:

1. Receive from Client Support Section the request for CEOTL.

2. Verify and indicate if the taxpayer-applicant has a pending assessment case, whether preliminary or final, unprotested or with administrative protest, and/or unpaid compromise penalties under Revenue Memorandum Order No. 7-2015.

3. Endorse the request for CEOTL to the Revenue District Officer or in his absence, the Assistant Revenue District Officer for signature.

F. Revenue District Officer or Assistant Revenue District Officer

For processing of CEOTL:

1. Receive, review, evaluate, and sign the CEOTL from the Assessment Section.

2. Endorse the signed CEOTL to the Compliance Section.

For processing of application and issuance of Certificate of Availment:

1. Receive, review and evaluate the application form, and BIR Form No. 0605 (Payment Form) from the Officer of the Day.

2. Sign the application form and BIR Form No. 0605 (Payment Form) if the criteria are met.

3. Endorse all approved documents to Officer of the day.

4. Receive the Certificate of Availment from the Compliance Section.

5. Sign and endorse the Certificate of Availment to the Compliance Section.

2. REGIONAL COLLECTION DIVISION

A. Collection Programs and Performance Audit Section (CPPAS)

1. Receive copies of the List of Approved One-Time Abatement Applications of Micro Taxpayers with Open Stop-Filer Cases for Data Correction (Annex "E"), Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Delinquent Accounts (Annex "F") and Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Other Cases (Annex "H") together with the copy of the corresponding Certificates of Availment from RDO.

2. Consolidate all received reports submitted from the Compliance Section.

3. Submit through email the Excel softcopy of the Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Open Stop-Filer Cases for Data Correction (Annex "I") to CPD on or before the 10th day of the following month.

4. Submit through email the Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Delinquent Accounts (Annex "J") and Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Other Cases (Annex "K") to the ARMD on or before the 10th day of the following month.

B. Tax Clearance Section (TCS)

1. Receive from taxpayer-applicant the request letter for the issuance of CEOTL following the existing procedure in the issuance of certificate.

2. Verify and indicate all pending delinquent account case/s based on Accounts Receivable Monitoring System (ARMS) and other available records.

3. Issue CEOTL to the taxpayer-applicant.

4. Prepare ATCA for approval of Regional Director or in his absence, the Assistant Regional Director.

5. Prepare and submit Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Issued Authority to Cancel Assessment (Annex "M") to ARMD.

6. Receive from CPPAS the Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Delinquent Accounts (Annex "J").

7. Update the details of the taxpayer-applicant with approved one-time abatement application in the ARMS.

3. COLLECTION PROGRAMS DIVISION (CPD)

1. Receive in Excel softcopy the Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Open Stop-Filer Cases for Data Correction (Annex "I") from CPPAS of RCD.

2. Prepare database for monitoring purposes on the frequency and impact of the abatement program.

4. ACCOUNTS RECEIVABLE MONITORING DIVISION (ARMD)

1. Receive and maintain the Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Delinquent Accounts (Annex "J") and Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Other Cases (Annex "K") from CPPAS of RCD.

2. Validate whether records of delinquent taxpayers were updated by the concerned Region in ARMS.

5. ASSESSMENT PERFORMANCE MONITORING DIVISION (APMD)

1. Receive and maintain the Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Assessment Cases, whether Preliminary or Final, Disputed or Not (Annex "L") from Regional Assessment Division.

2. Validate whether records of assessment cases were finalized and closed.

6. NATIONAL OFFICE DATA CENTER (NODC) or REVENUE DATA CENTER (RDC)

1. Receive the List of Approved One-Time Abatement Applications of Micro Taxpayers with Open Stop-Filer Cases for Data Correction (Annex "E") from the Compliance Section of the RDO.

2. Execute or implement data correction or update within two (2) working days upon receipt of the List of Approved One-Time Abatement Applications of Micro Taxpayers with Stop-Filer Cases for Data Correction (Annex "E") following the existing procedures on data correction.

3. Notify immediately the requesting RDO on the successful implementation of the data correction or update for open stop-filer cases of taxpayers with approved one-time abatement applications.

7. REGIONAL LEGAL DIVISION

1. Receive from taxpayer-applicant the request letter for the issuance of CEOTL following the existing procedure in the issuance of certificate.

2. Issue CEOTL to the taxpayer-applicant.

8. REGIONAL ASSESSMENT DIVISION

1. Receive from taxpayer-applicant the request letter for the issuance of CEOTL following the existing procedure in the issuance of certificate.

2. Issue CEOTL to the taxpayer-applicant reflecting the details of assessment.

3. Receive Monthly List of Approved One-Time Abatement Applications of Micro Taxpayers with Assessment Cases, whether Preliminary or Final, Disputed or Not (Annex "G") from RDO.

4. Prepare and submit Monthly Consolidated List of Approved One-Time Abatement Applications of Micro Taxpayers with Assessment Cases, whether Preliminary or Final, Disputed or Not (Annex "L") to APMD.

9. PROSECUTION DIVISION, LITIGATION DIVISION, APPELLATE DIVISION AND OTHER CONCERNED DIVISIONS IN THE NATIONAL OFFICE

1. Receive from taxpayer-applicant the request letter for the issuance of CEOTL following the existing procedure in the issuance of certificate.

2. Issue CEOTL to the taxpayer-applicant.

VI. ADMINISTRATIVE SANCTIONS

Concerned personnel who have been found remiss in their responsibilities in ensuring compliance with the herein prescribed policies and procedures shall be imposed with the applicable administrative sanctions as provided under existing policies.

VII. EFFECTIVITY

This order shall take effect immediately.

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CHARLITO MARTIN R. MENDOZA
Commissioner of Internal Revenue

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BUREAU OF INTERNAL REVENUE
RECORDS MANAGEMENT DIVISION
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