REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

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January 3, 2019

REVENUE MEMORANDUM ORDER NO. 2-2019

SUBJECT : Declaration of TIN Card as Accountable Form

TO : All Internal Revenue Officials, Employees and Others Concerned

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I. Background

It has been observed that selling of fake TIN Card is rampant and increasing (e.g. online selling thru facebook, selling by fixers to taxpayers while transacting in other government agencies, etc.). Hence, it has been decided to redesign the TIN Card and at the same time declare it as an accountable form in order to address the issue of the unauthorized issuance of TIN Card within and outside the BIR.

II. Objective

This Order is issued to declare the new TIN Card (BIR Form No. 1931), hereto attached as **Annex "A"**, as an accountable form which will bear a pre-numbered sequential serial number for control and accountability of the concerned BIR Office and personnel.

III. Policies and Guidelines

1. TIN Card (BIR Form No. 1931) shall be an Accountable Form.

2. BIR Form No. 1931 shall be requisitioned from the Accountable Forms Division (AFD) by the Chief, Administrative and Human Resource Management Division (AHRMD).

3. Accountable Officers in custody of BIR Form No. 1931 shall prepare a Monthly Report of Accountability for Accountable Forms (RAAF). This report records receipts, issuances, transfer and balances of accountable forms.

4. Lost, damaged or cancelled BIR Form No. 1931 in the custody of accountable officer shall be reported by accomplishing the Report of Lost/Cancelled/ Damaged Form (BIR Form No. 2622).

5. Accountability over accountable forms shall remain with the authorized requisitioner until it has been issued, cancelled or turned-over to an incoming accountable officer.

6. The requisition and distribution of BIR Form No. 1931 will take effect once the Accountable Forms Division has procured/printed the form within the calendar year of 2019.

IV. Procedures

1. The Chief-AHRMD shall:

    a. Requisition their BIR Form No. 1931 from the AFD using Requisition and Issue Slip (RIS);

    b. Maintain Stock Cards and prepare Monthly RAAF which shall be manually submitted to the Chief-AFD on or before the 10th day of the following month;

    c. Issue BIR Form No. 1931 to requisitioning RDO;

    d. Encode data contained in the RAAF and other accountability reports of the Region's accountable officers into the Forms Accountability Module of Human Resource Information Systems (FAM-HRIS); and

    e. Release the requisition of the RDO and ensure that the RIS is duly signed by the Revenue District Officer/Assistant Revenue District Officer.

2. The Revenue District Officer shall:

    a. Requisition their BIR Form No. 1931 from the Chief-AHRMD of the Revenue Regional Offices using RIS duly signed by the Revenue District Officer/Assistant Revenue District Officer;

    b. Prepare Monthly RAAF which shall be manually submitted to the Chief-AHRMD on or before the 5th day of the following month; and

    c. Accomplish a Monthly Data Load Workbook (DLWB) that will be submitted to the Chief-AHRMD for uploading to the HRIS.

V. Repealing Clause

All revenue issuances or portions thereof regarding printing, issuance and distribution of TIN Card not consistent with the provisions of this Order are hereby repealed or amended accordingly.

CAESAR R. DULAY
Commissioner of Internal Revenue

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