 Republic of the Philippines

Department of Finance

**ANNEX “E.2”**

# BUREAU OF INTERNAL REVENUE

Quezon City

**SWORN APPLICATION FOR TAX CLEARANCE**

**(To be accomplished by Individual Taxpayer Securing Tax Clearance Certificate**

**for Final Settlement of Government Contracts)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Filipino/\_\_\_\_\_\_\_\_\_\_\_\_\_(*indicate nationality for non-Filipino citizenship),* of legal age, single/married to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, permanently residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with Taxpayer Identification Number (TIN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, after having been duly sworn in accordance with law hereby depose and state:

1. That I am the Owner/Proprietor/Proprietress of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with **business address** at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

with Telephone/Cellular Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **email address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

2. That my business trade name has been duly registered with the **Department of Trade and Industry** on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under DTI Registration Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

3. That I registered my business with **BIR** under Certificate of Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at

Revenue District Office/LTDO No. \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

4. That, I am securing/applying for **TAX CLEARANCE CERTIFICATE (*for Final Settlement of Government Contracts*)**, a pre-requisite certification prior to the final settlement of government contracts as required under **Executive Order No. 398,** and implemented by **RR No. 17-2024**;

5. That, the following documentary requirements in relation to the aforesaid application are all **authentic** and hereto attached in compliance with the existing policies.

\_\_\_\_\_ a. Tax Compliance Verification Clearance for Final Settlement of Government Contracts (TCVC-FG) issued by

Revenue District Office No.\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_; (and for Branch Office, *if applicable*)

(***Note: TCVC-FG is Applicable for Non-Large Taxpayer-Applicants Only****)*

\_\_\_\_\_ b. One (1) piece of loose documentary stamp tax worth P30.00;

\_\_\_\_\_ c. Confirmation Receipt of Electronic payment of certification fee worth Php 100.00 or other proof of payment;

**Note:** *Mandatory payment of Cert. Fee thru eFPS for renewal applicants*

\_\_\_\_\_ d. One (1) original copy of valid and properly accomplished Special Power of Attorney (SPA) signed by the

applicant, *applicable only to applications through an authorized representative*;

\_\_\_\_\_ e. One (1) photocopy of each valid identification cards (any government issued ID) with three (3) specimen

signatures of the applicant and the authorized representative; and

\_\_\_\_\_ f. **Original unexpired** previously issued Tax Clearance Certificate *for Final Settlement of Government*

*Contracts,* if applicable; and

***Additional documentary requirements for Large Taxpayer-Applicants:***

\_\_\_\_\_ g. One (1) original copy of the Certification of Collectible Final Payment with attached one (1) photocopy of

government agency’s issued ID of the signatory reflecting the signature or specimen signature.

6. And that, to the best of my knowledge and belief, I have satisfied the prescribed criteria for the issuance of Tax Clearance.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature over Printed Name of Applicant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Applicant exhibited to me his/her valid and current Government Issued Identification Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Page No. \_\_\_\_\_\_\_\_\_\_

Book No. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Series of \_\_\_\_\_\_\_\_\_\_ Notary Public

-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.

! Affix !

! P30.00 !

! Documentary Stamp Tax !

!-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-.-!

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