

2016
Tax calendar



Foreword

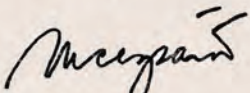
As the new year unfolds, we find ourselves realizing that in these fast changing times, it is important to transform our people to become inspirational leaders, and equip them with skills, knowledge and experiences that will enable them to understand and address the challenges of the emerging new world. As we grow together with you - our dear clients - it is important that this growth is built on the growth of our people.

At **P&A Grant Thornton**, we make sure that we never lose sight of our people as we strive to support commercial and social environments that enable long-term success and growth for businesses. We want to create an environment where our people can thrive so that they may help unlock the potential for growth of businesses and communities.

Our CLEARR values –**Collaboration, Leadership, Excellence, Agility, Respect and Responsibility**– will guide us in providing a vibrant and distinctive experience for our people and consequently, for you, our clients. We would like to share with you the personal photos taken by our people that demonstrate how they live these values.

These are our people; these are their work that we are proud of.

Let's grow together for a prosperous 2016!



Ma Victoria C. Español
Chairperson and CEO




GROWING TOGETHER.



About P&A Grant Thornton


P&A Grant Thornton is a leading professional services firm committed to unlocking the potential for growth of both its people – through its various professional development programs – and of dynamic organizations – by providing insightful, actionable advice and services.

Audit & Assurance




- Annual and short period audit
- Review engagement
- Due diligence and acquisition audit
- Special audit using agreed-upon procedures
- Technical advice and training
- SEC reporting and compliance
- Assistance in applying with SEC for an increase in authorized capital stock

Tax Advisory & Compliance




- Tax advisory
- Assistance in tax assessments and refunds
- Transfer pricing
- Tax compliance
- Tax outsourcing
- M&A tax advisory
- Corporate services
- Tax education and advocacy

Advisory Services




- Business risk services
- Business consulting services
- Transaction services
- Fraud solutions
- Capability enhancement

Finance & Accounting Outsourcing



- Accounting services
- Payroll services*
- Secondment
- Fixed assets record maintenance
- Offshoring



*Payroll services are offered by P&A Grant Thornton Outsourcing Inc., an entity wholly owned by P&A, provides payroll processing services. Find out more at www.pnagt-outsourcing.com.ph

Here are a few facts about who we are and what we achieved:



auditor of **5%** of **Top 1,000** companies

20 partners over **600** employees



one of the few **audit firms of choice** for the **Top 1,000** local companies



auditor of **35** of **296** PSE-listed companies



January

1



“Getting work done in a dynamic environment requires more collaboration among a broader and more diverse set of people.”

Photograph by: Yusoph Maute
Manager
Audit & Assurance

Collaboration

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February

2



Excellence

“Going the extra mile is easy to say but hard to do... like posing at the edge of a cliff. Experience makes you a tougher and a wiser person.”

Photograph by: Martin Remos
Training Assistant
Knowledge Management Group

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March

3



Respect

“Seek first to understand and then be understood.”

Photograph by: Yusoph Maute
Manager
Audit and Assurance

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April

4



“Teamwork is the ability to work together toward a common vision. It is the fuel that allows common people to attain uncommon results.”

Collaboration

Photograph by: Yusoph Maute
Manager
Audit and Assurance

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May

5



Collaboration

“Collaboration exists when you purposely share knowledge and skills, establish unanimity among the group to achieve shared goal.”

Photograph by: Frani Custodio
Lead Consultant
Advisory

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30	31					



June



Respect

“We show respect by understanding other's point of view, embracing each other's difference and treating other people with dignity.”

Photograph by: Frani Custodio
Lead Consultant
Advisory

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July



7

“What does it take to be agile? P&A Grant Thornton has the right people, all pulling together, in the same direction towards unlocking opportunities for growth in dynamic organizations.”



Agility

Photograph by: Yusoph Maute
Manager
Audit and Assurance

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August



Collaboration

“A single skyscraper does not make a skyline, it is the collaboration between people and structures which defines a great city.”

Photograph by: Leonard Duque
Head of Projects
Technology Solutions Group

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SEPTEMBER 2016**2 Friday – LAST DAY OF**

- SUBMISSION**
- Engagement letters and renewals or subsequent agreements for financial audit by independent CPAs for FY beginning November 1, 2016

5 Monday – LAST DAY OF

- e-FILING/FILING and e-PAYMENT/PAYMENT**
- 2000 - DST for August 2016
- SUBMISSION**
- Summary report of certifications issued by the President of NHMFC (RA 7279) for August 2016

8 Thursday – LAST DAY OF

- e-SUBMISSION**
- eSales report of taxpayers using CRM/POS and other sales machines ending in an even number for August 2016
- SUBMISSION**
- Transcript sheets of ORB for distilled spirits, wines, fermented liquor, tobacco products, oil, automobiles, and cigarette paper for August 2016

10 Saturday – LAST DAY OF

- e-FILING/FILING and e-PAYMENT/PAYMENT/REMITTANCE**
- 1600 - Withholding VAT/PT for August 2016
 - 1606 - Withholding on transfer of real property other than capital assets for August 2016
- FILING and REMITTANCE**
- 1601C, 1601E, 1601F and 1602 - Withholding return on compensation, EWT and FWT for August 2016 (non-eFPS filers)

- e-SUBMISSION**
- eSales report of taxpayers using CRM/POS and other sales machines ending in an odd number for August 2016

- Monthly Alphas of Payees of 1601E, 1601F and 1602 - Withholding return on EWT and FWT for August 2016 (non-eFPS filers)
- Monthly Alphas of Payees of 1600 - Withholding VAT return for August 2016 (eFPS and Manual filers)

- SUBMISSION**
- Transcript sheets of ORB for mineral products for August 2016
 - A sugar cooperative's list of buyers of sugar for August 2016, together with a copy of certificate of advance payment of VAT made by each buyer appearing on the list
 - Information return on releases

of refined sugar by the proprietor or operator of a sugar refinery or mill for August 2016

- DISTRIBUTION**
- 2306 - Certificate of VAT/PT withheld for August 2016
 - 2307 - Certificate of creditable PT withheld for August 2016

- REMITTANCE**
- PhilHealth - ME-5 contributions for August 2016
 - SSS - R-5 contributions for August 2016 of employers with SSS identification numbers ending in 1 or 2

11 Sunday – LAST DAY OF

- e-FILING**
- 1601C, 1601E, 1601F and 1602 - Withholding return on compensation, EWT and FWT for August 2016 (eFPS filers under Group E)
- e-SUBMISSION**
- Monthly Alpha of Payees of 1601E, 1601F and 1602 - Withholding return on EWT and FWT for August 2016 (eFPS filers under Group E)

12 Monday – LAST DAY OF

- e-FILING**
- 1601C, 1601E, 1601F and 1602 - Withholding return on compensation, EWT and FWT for August 2016 (eFPS filers under Group D)
- e-SUBMISSION**
- Monthly Alpha of Payees of 1601E, 1601F and 1602 - Withholding return on EWT and FWT for August 2016 (eFPS filers under Group D)

13 Tuesday – LAST DAY OF

- e-FILING**
- 1601C, 1601E, 1601F and 1602 - Withholding return on compensation, EWT and FWT for August 2016 (eFPS filers under Group C)
- e-SUBMISSION**
- Monthly Alpha of Payees of 1601E, 1601F and 1602 - Withholding return on EWT and FWT for August 2016 (eFPS filers under Group C)

- FILING**
- SEC - AFS of corporations whose securities are registered under RSA or SRC for FY ended May 2016

14 Wednesday – LAST DAY OF

- e-FILING**
- 1601C, 1601E, 1601F and 1602 - Withholding return on compensation, EWT and FWT for August 2016 (eFPS filers under Group B)
- e-SUBMISSION**
- Monthly Alpha of Payees of 1601E, 1601F and 1602 -

Withholding return on EWT and FWT for August 2016 (eFPS filers under Group B)

- SUBMISSION**
- PEZA - AFS of PEZA-registered enterprises for FY ended April 2016, filed with the BIR on August 15, 2016
- REMITTANCE**
- HDMF - M1-1 contributions of employers whose names start with letters A to D for August 2016

15 Thursday – LAST DAY OF

- e-FILING**
- 1601C, 1601E, 1601F and 1602 - Withholding return on compensation, EWT and FWT for August 2016 (eFPS filers under Group A)
- e-PAYMENT**
- 1601C, 1601E, 1601F and 1602 - Withholding return on compensation, EWT and FWT for August 2016 (all eFPS filers)

- e-FILING/FILING and e-PAYMENT/PAYMENT**
- 1702 and 1702-AIF - Annual ITR and AIF of corporations and partnerships for FY ended May 2016
 - 1704 - I/AET for FY ended August 2015
- FILING and PAYMENT**
- 1707A - Consolidated CGT return for shares not traded in the stock exchange for FY ended May 2016

- REGISTRATION**
- Bound, computer-generated/ loose-leaf books of accounts and other accounting records for FY ended August 2016
- e-SUBMISSION**
- Summary list of machines (CRM/POS) sold by machine distributors/dealers/vendors/suppliers for TQ ended August 2016
 - Monthly Alpha of Payees of 1601E, 1601F and 1602 - Withholding return on EWT and FWT for August 2016 (eFPS filers under Group A)

- SUBMISSION**
- PhilHealth - RF-1 remittance report for August 2016
- REMITTANCE**
- SSS - R-5 contributions for August 2016 of employers with SSS identification numbers ending in 3 or 4

19 Monday – LAST DAY OF

- REMITTANCE**
- HDMF - M1-1 contributions of employers whose names start with letters E to L for August 2016

20 Tuesday – LAST DAY OF

- FILING and PAYMENT**
- 2550M and 2551M - VAT and PT for August 2016 (non-eFPS filers)
- e-FILING/FILING and e-PAYMENT/PAYMENT**
- 1600WP - PT on Winnings and Prizes withheld by Race Track Operators for TY ended August 2015 (all filers)
 - 2551Q - PT for TQ ended August 2016

- SUBMISSION**
- PEZA - Economic Zone Monthly Performance Report
 - Monthly Report of Printers
- DISTRIBUTION**
- 2307 - Certificate of EWT for TQ ended August 2016
- REMITTANCE**
- SSS - R-5 contributions for August 2016 of employers with SSS identification numbers ending in 5 or 6

21 Wednesday – LAST DAY OF

- e-FILING**
- 2550M and 2551M - VAT and PT for August 2016 (eFPS filers under Group E)

22 Thursday – LAST DAY OF

- e-FILING**
- 2550M and 2551M - VAT and PT for August 2016 (eFPS filers under Group D)

23 Friday – LAST DAY OF

- e-FILING**
- 2550M and 2551M - VAT and PT for August 2016 (eFPS filers under Group C)

24 Saturday – LAST DAY OF

- e-FILING**
- 2550M and 2551M - VAT and PT for August 2016 (eFPS filers under Group B)
- REMITTANCE**
- HDMF - M1-1 contributions of employers whose names start with letters M to Q for August 2016

25 Sunday – LAST DAY OF

- e-FILING**
- 2550M and 2551M - VAT and PT for August 2016 (eFPS filers under Group A)
- e-PAYMENT**
- 2550M and 2551M - VAT and PT for August 2016 (all eFPS filers)
- e-PAYMENT/PAYMENT**
- 2550Q - VAT for TQ ended August 2016
- SUBMISSION**
- Summary list of sales/purchases of VAT-registered

taxpayers (non-eFPS filers) for TQ ended August 2016

- Sworn statement of manufacturers or importers on the volume of sales per brand of alcohol and tobacco product for June to August 2016

- REMITTANCE**
- SSS - R-5 contributions for August 2016 of employers with SSS identification numbers ending in 7 or 8

28 Wednesday – LAST DAY OF

- FILING**
- SEC - AFS for FY ended May 2015 of corporations whose securities are not registered under RSA or SRC
- SUBMISSION**
- PEZA - Annual PEZA Report FY June 2016

- REMITTANCE**
- SSS - R-5 contributions for August 2016 of employers with SSS identification numbers ending in 9 or 0

29 Thursday – LAST DAY OF

- e-FILING/FILING and e-PAYMENT/PAYMENT**
- 1702Q - Quarterly ITR for TQ ended July 2016
- e-SUBMISSION**
- Summary Alpha of Withholding Agents of Income Payments Subjected to Withholding Tax (SAWT) for BIR Form 2307 for TQ ended July 2016

- Summary Alpha of Withholding Agents of Income Payments Subjected to Withholding Tax (SAWT) for BIR Form 2306 for TQ ended July 2016

30 Friday – LAST DAY OF

- REGISTRATION**
- Computerized books of accounts and other accounting records in CD-R, DVD-R or other optical media, and affidavit on the post-reporting requirements for CAS for FY ended August 2016
 - Manual books of accounts and other accounting records for FY beginning October 1, 2016
- e-SUBMISSION**
- Summary list of sales/purchases of VAT-registered taxpayers (all eFPS filers) for TQ ended August 2016

- SUBMISSION**
- Inventory list for FY ended July 2016
 - BOI - Transcript sheets of ORB of qualified jewelry enterprises for FY ended August 2016
 - PEZA - ITR of PEZA-registered enterprises for FY ended May 2015, filed with the BIR on September 15, 2016

- PAYMENT**
- LGU - Payment of real property tax third installment for CY

- 2016 REMITTANCE**
- SSS - R-5 contributions for August 2016 of employers with SSS identification numbers ending in 9 or 0
 - HDMF - M1-1 contributions of employers whose names start with letters R to Z for August 2016

September



“Respect entails ability to express genuine appreciation for others’ work and achievement.”

Photograph by: Yusoph Maute
Manager
Audit and Assurance

Respect

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October



Agility

“In keeping up with this fast paced world, it is important that one possess agility and adaptability.”

Photograph by: Klein Cahucom
Audit-In-Charge
Audit and Assurance

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November



“Xiao Chua spends his extra time outside of teaching to give history lessons and tours called “Xiao Time”. This is his way of making our history more worthy of being heard and understood in an unconventional setting.”

Photograph by: Martin Remos
Training Assistant
Knowledge Management Group

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 Responsibility

December



“Our responsibility is to pass on good values to the next generation to ensure their future success.”

Photograph by: Leonard Duque
Head of Projects
Technology Solutions Group

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Responsibility

2016 Holidays

List of Philippine public holidays declared by virtue of Proclamation No. 1105, s. 2015, unless otherwise specified:



New Year's Day



Additional to Jan 1



Chinese New Year



EDSA People Power Revolution



Maundy Thursday



Good Friday



Black Saturday



Araw ng Kagitingan



Labor Day



Independence Day



Ninoy Aquino Day



National Heroes Day



Additional to Nov 1



All Saints Day



Bonifacio Day



Additional to Dec 25



Christmas Day



Rizal Day



Additional to Jan 1

● Regular Holiday

● Special Non-Working Holiday

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2017

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February

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March

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April

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May

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June

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July

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August

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September

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October

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November

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December

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Notes to Users

Due dates are for BIR requirements unless otherwise indicated.

Deadlines falling on Saturdays/Sundays/Holidays are automatically moved to the next working day.

Under Republic Act No. 9492, observance of regular and special holidays may be moved through Presidential Proclamation.

Legend

AFS – Audited financial statement

AIF – Account information form

BOI – Board of Investment

CAS – Computerized accounting system

CGT –Capital gains tax

CPAs – Certified public accountant

CQ – Calendar quarter

DST – Documentary stamp tax

eFiling – Electronic filing

ePayment – Electronic payment

EWT – Expanded withholding tax

MAP – Monthly Alphabet of Payees

FBT – Fringe benefit tax

FWT – Final withholding tax

FY – Fiscal year

TQ – Taxable quarter

TY – Taxable year

HDMF – Home Development Mutual Fund

IAET – Improperly accumulated earnings tax

ITR – Income tax return

LBT – Local business tax

LGU – Local Government Unit

NHMFC – National Home Mortgage Finance

Corporation

ORB – Official register book

PEZA – Philippine Economic Zone Authority

PhilHealth – Philippine Health Insurance Corporation

POS – Point-of-sale machines

PT – Percentage tax

VAT – Value-added tax

RA – Republic Act

RSA – Revised Securities Act

SRC – Securities Regulation Code

SSS – Social Security System

Industry groupings for electronic filing and payment system (EFPS):

Group A

Banking institutions; insurance and pension funding; non-bank financial intermediation; activities auxiliary to financial intermediation; construction; water/land transport; hotels and restaurants

Group B

Manufacturing; metallic ore mining; non-metallic mining & quarrying

Group C

Retail/wholesale/commission trade; sale, maintenance, repair of motor vehicles; sale of automotive fuel; collection, purification and distribution of water; computer and related activities; real estate activities

Group D

Air transport; electricity, gas, steam, and hot water supply; postal and telecommunications; publishing, printing and reproduction of recorded media; recreational, cultural and sporting activities; recycling; renting of goods & equipment; supporting & auxiliary transport activities

Group E

Activities of membership organizations; health and social work; private educational services; public administration and defense; compulsory social security; public educational services; research and development; agricultural, hunting, and forestry; farming of animals; fishing; other service activities; miscellaneous business activities; unclassified

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For further inquiries, please call our Tax Knowledge Center at 988-2288 ext. 520, or send an e-mail to lina.figueroa@ph.gt.com

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