REVENUE MEMORANDUM ORDER NO. 11-2004 issued on March 10, 2004 provides the guidelines and procedures in the generation and preparation of TAS Report Nos. 007 and 008 as well as provides a standard Integrated Tax System (ITS) Codes guide on taxpayer types and tax types.

All Revenue District Offices (RDOs) shall submit TAS Report Nos. 007 (Report on Registration by Taxpayer Type) and 008 (Report on Registration by Tax Type) to the Taxpayer Service Program and Monitoring Division (TSPMD) not later than the 10th day of the following month. RDOs with e-mail facility shall submit the said reports via the Bureau’s e-mail facility.

To avoid inconsistencies in the registration reports, the standard classification of taxpayer type and tax type and its corresponding ITS Code, as specified in the Order, shall be uniformly used by all concerned offices in classifying taxpayers/new registrants and their corresponding taxes.

The Revenue District Officers of computerized RDOs shall analyze and validate the system generated TAS Report Nos. 007 and 008 and coordinate with the concerned Revenue Data Center on any discrepancy.

Any additional classification on taxpayer type and tax type shall be officially circularized through revenue issuance.