REVENUE MEMORANDUM ORDER NO. 27-2004 issued on June 7, 2004 prescribes the guidelines and procedures in granting the Accredited Agent Bank’s (AABs) request for refund of over-remittance of tax collection.

The AABs can automatically adjust their remittance, if found erroneous, provided that it is made within the float period or before actual remittance is made. No refund shall be granted unless the collection data as shown/uploaded in the Collection and Bank Reconciliation System of the Integrated Tax System has been adjusted/corrected.

All requests for refund of over-remittance of tax collection should be made in writing addressed to the Assistant Commissioner – Collection Service, Attention to the Chief, Revenue Accounting Division and should be submitted, together with the following attachments:

a. Photocopy of the complete Batch Control Sheet-A report for the collection date involved duly acknowledged by the Revenue District Office
b. Affidavit executed by the AAB Branch Officer indicating the facts/information relative to the case of refund
c. Other proof of evidence to further substantiate the claim for refund, such as official receipt of other payments erroneously reported as BIR payment