

LIST OF ANNEXES TO RMO ON RELIEF

ANNEX NO.	REPORT NAME	DEADLINE	RESPONSIBLE OFFICE	DISTRIBUTION
A-1	Diskette Acknowledgement Report	as diskettes are submitted by VAT TP	VAT TP	TP, RDO/LTDO/LTAD, file copy
A-2	Diskette Register	daily as Annex A is received	TSS, RDO/LTDO,LTAD	RDO/LTDO/LTAD register of Annex A
A-3	Screening and Validation Job-aids & File Transfer Protocol (FTP) Job-Aids	upon screening		
A-4	Letter Request for Replacement of Defective Diskette	after checking defective diskettes	TSS, RDO/LTDO,LTAD	TP, file copy
A-5	Monthly List on Non-compliant Taxpayers	end of each month	TSS, RDO/LTDO,LTAD	
A-6	Preliminary Notice	end of each month	TSS, RDO/LTDO,LTAD	
A-7	Final Notice	follow-up to Preliminary Notice	TSS, RDO/LTDO,LTAD	
A-8	Quarterly Summary of Diskettes Received/Rejected/Transmitted	15 th day of the 2 nd month after the end of each calendar quarter	RDO/LTDO/LTAD	RDC/ISOS-DC, SOD, Regional Office/LTS, AITEID, file copy
A-9	Quarterly Report on VAT Taxpayers' Compliance	15 th day of the 2 nd month after the end of each calendar quarter	RDO/LTDO/LTAD	Regional Office/LTS, AITEID, file copy
A-10	Master List of All VAT Taxpayers (as of June 30, 2002 and every year thereafter)		DPS, RDO/LTDO/LTAD	TSS, RDO/LTDOLTAD, AITEID
B	Regional/LTS Quarterly Summary of Diskettes Received/Rejected/Transmitted	20 th day of the 2 nd month ff. the close of calendar qtr	Regional Office/LTS	AITEID, SOD, RDC/ISOS-DC. file copy
B-1	Regional/LTS Quarterly Report on VAT Taxpayers' Compliance	20 th day of the 2 nd month ff. the close of calendar qtr	Regional Office/LTS	AITEID, file copy
C	Quarterly RDC Summary of Electronically Received and Transmitted Data	20 th day of the 2 nd month ff. the close of calendar qtr	RDC/ISOS-DC	RDO/LTDO/LTAD, SOD,AITEID, Regional Office/LTS, file copy
D	Monthly List of Unsuccessfully Uploaded Data	10 th of the following month	SOD	RDO/LTDO/LTAD for re-transmittal of TP file
D-1	Quarterly SOD Summary of Electronically Received and Uploaded Data	20 th day of the 2 nd month ff. the close of calendar qtr	SOD	RDO/LTDO/LTAS, RDC/ISOS, Regional Office/LTAS, AITEID
E	Quarterly Report of Compliance by RDO/LTAD/LTDO	30 th day of the second month following the end of each calendar quarter	AITEID	Management Committee