SAMPLE ILLUSTRATIONS

Option 1: Use of Official Receipts as Supplementary Documents

IN SETTLEMENT OF THE FOLLOWING	
DESCRIPTION	AMOUNT
Total Sales (Vat Inclusive)	11,200.00
Less: VAT	1,200.00
TOTAL	10,000.00
Lesss: Withholding Tax	200.00
Total	9,800.00
Add: VAT	1,200.00
Total Amount Due	11,000.00
VATable Sales	10,000.00
VAT Exempt Sales	
VAT Zero Rated Sales	
Add: VAT	1,200.00
TOTAL SALES	11,200.00
PAYMENT IN FORM OF:	
☐ CHECK	☑ CASH

ABC Car Service Corporation

456 Malaya Street Plainview Mandaluyong City
VAT Reg. TIN XXX-XXX-XXX-XXXXX

OFFICIAL RECEIPT No. XXXXX

Date 08/01/2021

Received from Accenture, Inc.
with TIN 000-845-543-00000 and address at 7th Floor Robinsons Cybergate 1 Pioneer St., Mandaluyong City engage in the business style of Accenture, Inc.,
the sum of Eleven thousand pesos (P 11,000.00)
as full/partial payment for Invoice #5432 Car Rental 06/01/2021 - 06/15/2021
Clearing Reference 2000XXXXXX

50 Booklets (50x2) 10501 - 130000
BIR Authority to Print No.: XXXXXXXXXXXXXXXXXXX
Date Issued: MM-DD-YYYY Valid Until: MM-DD-YYYY
Non-VAT Reg. TIN: XXX-XXX-XXX-XXXXX DEF Graphics
111 Rosario Street Barangka Ilaya Mandaluyong City
Printers Accreditation No. XXXXXXXXXXXXXXXXXX
Date Issued: MM-DD-YYYY

Authorized Representative

THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"

Should be stamped with the phrase "THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX on face of the Official Receipt.

In this option, INVOICE is required that is compliant with Sec. 6 (B) of RR 7-2024

ABC Car Service Corporation
456 Malaya St., Plainview Mandaluyong City
VAT REG. TIN: 000-000-000-000

No.000001

SERVICE INVOICE

Sold to: Date:
Address: Terms:
Business Style: TIN:

QTY.	DESCRIPTION	UNIT COST	AMOUNT
	Vatable Sales		
	VAT-Exempt Sales		
	Zero Rated Sales		
	Total Sales		
	Add: VAT		
	TOTAL AMOUNT DUE		

Prepared by Checked by Approved by Payment Received by

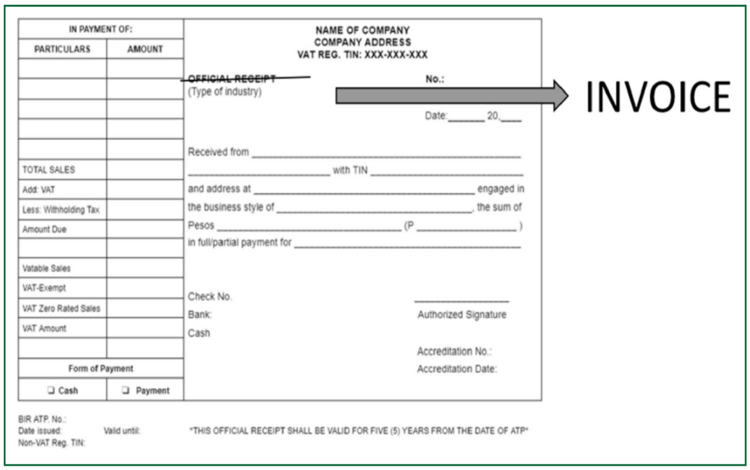
Received the above items in good order and condition

BIR Authority to Print No.
Date Issued: Valid Until:
Printer accreditation No.XX
Date Issued

Customer

Option 2: Conversion of Official Receipt to Invoice (Valid until fully consumed)

1 Strikethrough “Official Receipt” & stamp the “Invoice”



IN PAYMENT OF:	
PARTICULARS	AMOUNT
TOTAL SALES	
Add: VAT	
Less: Withholding Tax	
Amount Due	
Vatable Sales	
VAT-Exempt	
VAT Zero Rated Sales	
VAT Amount	
Form of Payment	
❏ Cash	❏ Payment

NAME OF COMPANY
COMPANY ADDRESS
VAT REG. TIN: XXX-XXX-XXX

~~OFFICIAL RECEIPT~~
(Type of industry)

No.:

INVOICE

Date:______ 20,____

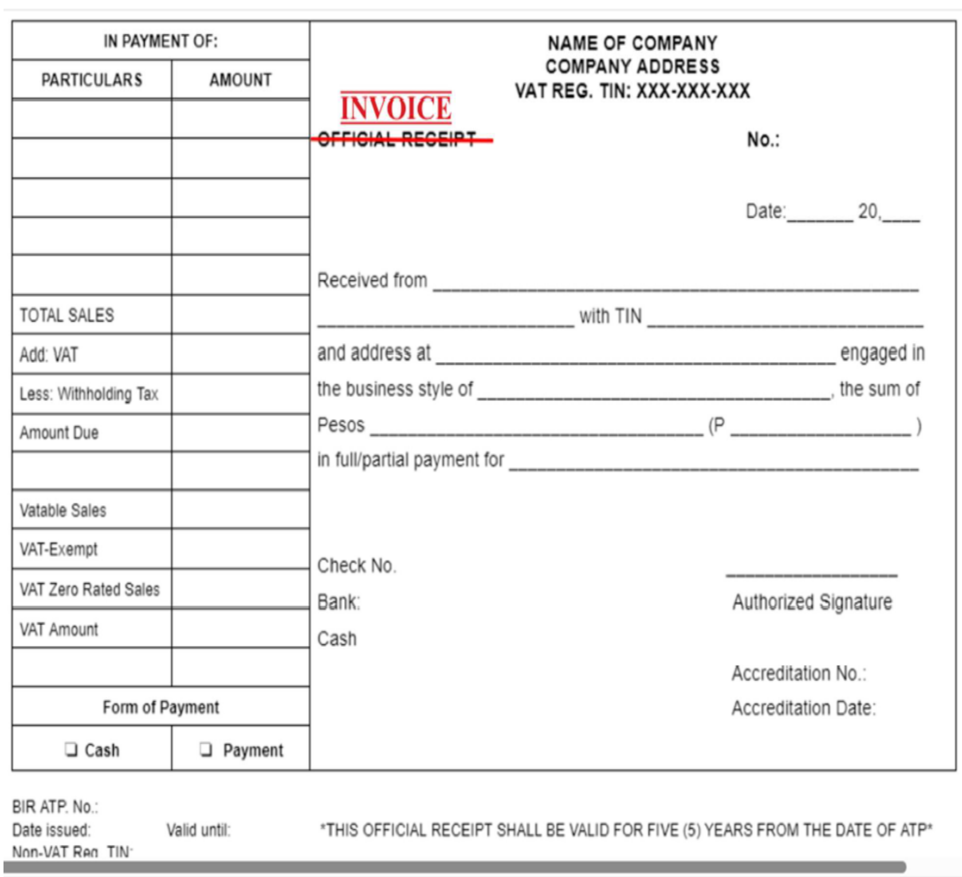
Received from ____________________
____________________ with TIN ____________________
and address at ____________________ engaged in
the business style of ____________________, the sum of
Pesos ____________________ (P ____________________)
in full/partial payment for ____________________

Check No.
Bank:
Cash

____
Authorized Signature

Accreditation No.:
Accreditation Date:

BIR ATP No.:
Date issued: Valid until: "THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"
Non-VAT Reg. TIN:



IN PAYMENT OF:	
PARTICULARS	AMOUNT
TOTAL SALES	
Add: VAT	
Less: Withholding Tax	
Amount Due	
Vatable Sales	
VAT-Exempt	
VAT Zero Rated Sales	
VAT Amount	
Form of Payment	
❏ Cash	❏ Payment

NAME OF COMPANY
COMPANY ADDRESS
VAT REG. TIN: XXX-XXX-XXX

INVOICE
~~OFFICIAL RECEIPT~~

No.:

Date:______ 20,____

Received from ____________________
____________________ with TIN ____________________
and address at ____________________ engaged in
the business style of ____________________, the sum of
Pesos ____________________ (P ____________________)
in full/partial payment for ____________________

Check No.
Bank:
Cash

____
Authorized Signature

Accreditation No.:
Accreditation Date:

BIR ATP No.:
Date issued: Valid until: "THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"
Non-VAT Reg. TIN: