



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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07 December 2023

MEMORANDUM NO. 43  
Series of 2023

TO: All concerned COS/JOs

SUBJECT: Income Payee's Sworn Declaration of Gross Receipts/Sales  
(Annex B-2)

In compliance with Section 2, BIR Revenue Regulation 11-2018 on withholding of Income Tax, all concerned ICSs/JOs are required to accomplish and submit two (2) copies of sworn declaration of their gross income together with a photocopy of Certificate of Registration (COR) to UPLB Accounting Office **on or before 12 January 2024** in order to be subjected to only 5% withholding tax. Failure to submit the Sworn Declaration shall subject them to a withholding tax rate of 10%.

Please see attached Annex B-2 for reference and guidance.

Kindly take note of the following due dates for filing 1701Q/1701A.

April 15 – Annual Filing

Aug 15 – Second Quarter

May 15 – First Quarter

Nov 15 – Third Quarter

Certificate of Creditable Tax Withheld at Source (**BIR Form 2307**) is available two weeks before the said deadline.

For concerns and inquiries, kindly coordinate with Mr. Jefferson Q. Sancon of UPLB Accounting Office.

For strict compliance.

  
ROLANDO T. BELLO  
Vice Chancellor

**INCOME PAYEE'S SWORN DECLARATION OF GROSS RECEIPTS/SALES  
(For Self-Employed and/or Engaged in the Practice of Profession with Lone Income Payor)**

I, \_\_\_\_\_, \_\_\_\_\_, of legal age, single/ married to \_\_\_\_\_  
(Name) (Citizenship)  
 \_\_\_\_\_ permanently residing at \_\_\_\_\_  
(Name of Spouse) (Address)

Taxpayer Identification Number (TIN) \_\_\_\_\_, after having been duly sworn in accordance with law hereby depose and state:

1. That I derived my \_\_\_\_\_ income only from \_\_\_\_\_  
(business/professional) (Name of Lone Payor)  
 with Taxpayer Identification Number \_\_\_\_\_ and business address at \_\_\_\_\_
  
2. That for the current year \_\_\_\_\_, my gross receipts will not exceed Two Hundred Fifty Thousand Pesos (P250,000.00) and that I am registered as a non-VAT taxpayer; that whatever is the amount of income received, I will comply with the requirement to file my Income Tax Return on the prescribed due date. For this purpose, I opt to avail of either one of the following:
  - Graduated Income Tax Rates under Section 24(A)(2)(a) of the Tax Code, as amended, based on the taxable income. With this selection, I acknowledge that I am subject to 0% income tax, thus, not subject to creditable withholding tax; subject to percentage tax, if applicable, and will file the required percentage tax returns or subject to withholding percentage tax, in case of government money payments.
  - Eight Percent (8%) income tax rate under Section 24(A)(2)(b) of the Tax Code, as amended, based on gross receipts/sales and other non-operating income - with this selection, I understand that this is in lieu of the graduated income tax rates and the Percentage Tax under Section 116 of the Tax Code, as amended; thus, no withholding tax shall be made;
  
3. That based on my selection above, if my gross sales/receipts and other non-operating income exceeds P250,000.00 but not over P3,000,000.00, my afore-stated lone income payor shall automatically withhold the prescribed rate of withholding tax:
  - a. In case of Graduated Income Tax Rates, I acknowledge that aside from income tax, I am subject to business tax (Percentage Tax, if applicable) and creditable withholding of income in excess of P250,000.00, and business tax withholding, if any, are applicable on the entire income payment; OR
  - b. In case of Eight Percent (8%) income tax rate, I acknowledge that I am only subject to income tax and thus, to the creditable withholding income tax in excess of P250,000.00;
  
4. That I duly execute this **SWORN DECLARATION** in compliance with the requirement prescribed under Section \_\_\_\_ of Revenue Regulations No. \_\_\_\_\_;
  
5. That I declare, under the penalties of perjury, that this declaration has been made in good faith, and to the best of my knowledge and belief to be true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines

\_\_\_\_\_  
Signature over Printed Name of Individual Taxpayer

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_.  
 Applicant exhibited to me his/her \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.  
(Government Issued ID and No.)

NOTARY PUBLIC

Doc. No.: \_\_\_\_\_  
 Page No.: \_\_\_\_\_  
 Book No.: \_\_\_\_\_  
 Series of \_\_\_\_\_

Affix P30.00  
 Documentary  
 Stamp Tax

*(To be filled-out by the withholding agent/lone payor)*

Date Received: \_\_\_\_\_  
(MM-DD-YYYY-00001)

Received by:

\_\_\_\_\_  
Signature over Printed Name of the Withholding Agent/Payor or Authorized Officer  
 \_\_\_\_\_  
Designation/Position of Authorized Officer  
 \_\_\_\_\_  
Name of Withholding Agent/Lone Payor