



# VISAYAS STATE UNIVERSITY

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## *Office of the Vice President for Administration & Finance*

26 October 2015

### **MEMORANDUM NO. 24**

Series of 2015

**T O : ALL CONCERNED PARTTIMERS AND JOB ORDER PERSONNEL**  
**R E : REQUIREMENTS FOR SECURING TAX IDENTIFICATION NUMBER (TIN)**

To facilitate the processing of your TIN application for withholding tax purposes in BIR Ormoc, we would like to inform you of the following requirements:

1. Duly Accomplished BIR Form 1901 (Application for Registration) with the following attachments: (downloaded in [www.bir.gov.ph](http://www.bir.gov.ph))
  - Birth Certificate of Taxpayer and Qualified Dependents
  - Marriage Contract (if applicable)

Note: BIR Form 1902 for individuals earning purely compensation income

2. Sworn Statement of Income (for Marginal Income Earner – Annex A).  
Income is P100,000.00 and below with Photocopy of 3 months appointment in VSU.
3. Notice of Availment (For individuals with annual income of more than P100,000.00)
4. Attendance to seminar (every 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month)

For your information and compliance.

A handwritten signature in black ink, appearing to read "Roberto C. Guarate", is written over a horizontal line.

**ROBERTO C. GUARTE**

Vice President for Administration and Finance

Annex A

**SWORN STATEMENT OF INCOME**  
(MARGINAL INCOME EARNER)

I am \_\_\_\_\_, residing at  
(indicate full name, middle name and surname)

\_\_\_\_\_  
(indicate complete address)

I am not employed and I am not earning any compensation income.

I am currently \_\_\_\_\_. This activity is my  
(indicate type of business, e.g. Copra Farmer, Fishermen, Sari-Sari Store or Carinderia Owner, etc.)

principal source of subsistence and livelihood and my gross sales/receipts in a 12-month period does not exceed one-hundred thousand pesos (P100,000.00).

\_\_\_\_\_  
Taxpayer  
(Signature over Printed Name)

\_\_\_\_\_  
Date

I attest to the identity of herein named taxpayer.

\_\_\_\_\_  
Witness attesting to identity of taxpayer  
(Signature over Printed Name)  
(i.e. Barangay Chairman)

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013,  
affiant exhibiting his Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_  
on \_\_\_\_\_.

\_\_\_\_\_  
BIR Revenue Officer  
(Signature over Printed Name)

Note: This form should be translated in local dialect if necessary to make taxpayer-registrant properly understand the content of this declaration.