



Bringing In Revenues
for Nation-building

Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



Minutes of Discussion of Details of Discrepancy

I. Agenda

To discuss the Details of Discrepancies (Annex A of Notice of Discrepancy) noted during the examination of the taxpayer's books of accounts, accounting records, and other relevant documents, and to afford the taxpayer the opportunity to explain or clarify the said discrepancies issued pursuant to the electronic Letter of Authority (eLA) No. _____ dated _____ covering the audit/investigation of (Tax Type) _____ liabilities of [Name of Taxpayer] _____ for taxable year/period from _____ to _____.

II. Date, Time and Venue

Date :
Time :
Venue :

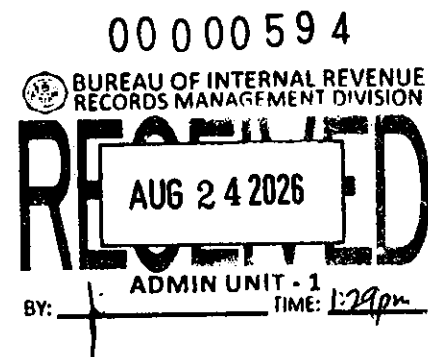
III. Attendees

A. For the BIR

B. For the Taxpayer

IV. Summary of Discussion of Details of Discrepancy

(Briefly state the issue, basis, taxpayer's explanation, supporting documents submitted, if any, and other matters relevant to the discussion)



V. Conforme

This Minutes of Discussion of Discrepancy is issued to document the matters discussed during the meeting.

Prepared by:

Revenue Officer
(Signature Over Printed Name)

Group Supervisor
(Signature Over Printed Name)

Conforme:

Name of Taxpayer/Authorized Representative
(Signature Over Printed Name)

