

Is your business BIR-Ready? Use this FREE Tax Health Check to spot red flags before the BIR does.

Why Use This Checklist?

Whether you're applying for a permit, securing a loan, or just want peace of mind, this checklist helps you catch red flags **before the BIR does**.

- Avoid penalties
- Identify compliance gaps
- Get audit-ready
- Spot overlooked deductions and tax-saving opportunities.

Check off each item that applies to your business. If you miss 2 or more, **it's time for a tax check-up!**

	Question	Notes
☐	Have you filed all BIR returns on time and accurately (monthly, quarterly, annual)? (1701, 1702, 2551Q, 1601EQ, etc.)	Even a 1-minute delay triggers a 25% surcharge + 12% interest.
☐	Do your tax filings match your books of accounts exactly?	Discrepancies between returns and financials often trigger audits.
☐	Are you using the correct BIR tax forms and updated tax rates?	Outdated forms or rates can lead to invalid filings or penalties.
☐	Can you retrieve ORs, invoices, and backup documents for all deductions and sales?	BIR may disallow claims without proper documentation.
☐	Do you track how much tax you paid last year—and why?	Understanding your tax breakdown helps with cash flow and smarter planning.
☐	Do you have a working system to track tax deadlines and avoid missed filings?	The BIR won't remind you—but they will penalize you.
☐	Have you reviewed past BIR LOAs, assessments, or unresolved cases?	Unaddressed issues may quietly grow into legal or financial problems.
☐	Are you confident you're using valid deductions and tax-saving incentives (legally)?	Missed incentives = higher tax payments.
☐	Do you work with a licensed CPA or tax advisor who gives proactive guidance?	Proactive support ensures year-round compliance and peace of mind.
☐	Have you reconciled your accounting software with tax reports in the last 3-6 months?	System mismatches can lead to under or over-reporting income and VAT.

How to Interpret Your Score

Score		Status
8–10	Yes	✅ You're in good shape but keep reviewing regularly.
5–7	Yes	⚠️ Moderate risks schedule a full tax health review soon.
0–5	Yes	🔥 High risk! Book a Tax Health Check ASAP to avoid penalties.

Need help reviewing your answers?

Take advantage of our expert review to fix hidden issues, reduce tax risks, and move forward with clarity and confidence.

Book your **FREE 15-minute Tax Health Consultation** and get expert eyes on your results!

- Book a FREE 15-minute consultation: <https://shorturl.at/VuNCg>
- Email us at: sales@una-acctg.com

After your free session, we offer paid consultations for deeper guidance, tax resolution support, or action planning tailored to your business needs!

BOOK A FREE 15-MINUTE CONSULTATION!

Take advantage of our complimentary consultations to discuss your needs or seek advice.



For consultations over 15 minutes, we provide a minimum of 1-hour sessions at fair pricing for valuable expertise and support. Our team will delve deeper into your requirements and provide comprehensive guidance tailored to your needs. Kindly fill out this form for this type of service: <https://shorturl.at/aZ4wf>