



Republika ng Pilipinas  
Kagawaran ng Pananalapi  
Kawanihan ng Rentas Internas

# Application for Authority to Print Receipts and Invoices

BIR Form No.

# 1906

January 2000 (ENCS)

Fill in applicable spaces. Mark all appropriate boxes with an "X".

<b>1 TAXPAYER'S TIN</b>	<input type="text"/>	<b>2 RDO CODE</b>	<input type="text"/>
<b>3 TAXPAYER'S NAME</b>	<input type="text"/>		
	<small>(Last Name, First Name, Middle Name, if individual/ Registered Name, if non-individual)</small>		
<b>4 TRADE NAME</b>	<input type="text"/>		
<b>5 BUSINESS ADDRESS</b>	<input type="text"/>		<b>6 ZIP CODE</b>
	<input type="text"/>		<input type="text"/>
<b>7 PRINTER'S TIN</b>	<input type="text"/>		
<b>8 PRINTER'S NAME</b>	<input type="text"/>		
	<small>(Last Name, First Name, Middle Name, if individual/ Registered Name, if non-individual)</small>		
<b>9 PRINTER'S BUSINESS ADDRESS</b>	<input type="text"/>		

10 DESCRIPTION OF RECEIPTS AND INVOICES <small>(ATTACH ADDITIONAL SHEETS IF NECESSARY)</small>								
DESCRIPTION	TYPE		NO. OF BOXES/BOOKLETS		NO. OF SETS PER BOX/BOOKLET	NO. OF PLY / COPIES PER SET	SERIAL NO.	
	VAT	NON-VAT	Loose	Bound			START	END

**11 DECLARATION**

I declare, under the penalties of perjury, that this application has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.

\_\_\_\_\_

TAXPAYER/AUTHORIZED AGENT  
(Signature over printed name)

\_\_\_\_\_

TITLE/POSITION OF SIGNATORY

Stamp of BIR Receiving Office  
and Date of Receipt

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(To be filled up by BIR)  
Attachments complete?  
 Yes  No

Date of Release of Authority to Print

**ATTACHMENTS:**

For New Taxpayers:

- Job order
- Final and clear sample of receipts and invoices (machine printed)
- Photocopy of the following:
  - Application for Registration/ TRU Form or
  - Photocopy of Taxpayer Identification Number Card
  - Proof of payment of Registration Fee
  - BIR Certificate of Registration

For Old Taxpayers:

- Job Order
- Final and clear sample of receipts and invoices - (for a different type of receipt or invoice)
- Photocopy of the following:
  - Proof of payment of Registration Fee
  - Previous Authority to Print Receipts and Invoices
  - BIR Certificate of Registration
- Last booklet printed (for verification)

**REMINDER:**

Only the head office shall file the "Application for Authority to Print Receipts and Invoices (ATP)". One application should be filed and one permit should be issued for every establishment (head office or each branch). The data that should appear in the ATP are the data pertaining to the establishment that will use the receipts/invoices.