



do it **better**

www.thinktankaccountants.com

Level 10-1 One Global Place, 5th
Ave. & 25th St., BGC, Fort
Bonifacio, Taguig City 1630,
Philippines



about us

Thinktank Professional Services is the brainchild of a dedicated and driven CPA whose passion is to help businesses grow and flourish with proper financial advice and practices.

Sharon Aytona, founded the company to carry out this vision with a team of professionals with multi-disciplinary training and experience in the fields of accounting, finance, taxation, audit, legal, and government compliance.

At Thinktank, we commit to add value to your business.

Our strength comes from the collective experience of our team of highly qualified and seasoned professionals.

the team



• Sharon Aytona, CPA LLB

Sharon is the president of Thinktank Professional Services. She graduated cum laude with a Bachelor of Science in Business Administration and Accountancy from the University of the Philippines and a Bachelor of Laws Degree from the same university.



• Christian Alkuino Jr., CPA

Christian is the General Manager of Thinktank Professional Services. He has earned his bachelor's degree in Accountancy from Philippine Christian University in 2011. He passed the CPA Licensure Exam the year after he graduated and became a member of the Philippine Institute of Certified Public Accountants (PICPA).



• Dette Arao

Dette is the Finance Manager of Thinktank Professional Services. She graduated from the Polytechnic University of the Philippines with a Bachelor of Science degree in Accountancy.



• Cham Bocar, CPA

Cham is the Operations Manager and Senior Consultant of Thinktank Professional Services. Her key role is supervising a team of consultants while handling the accounting requirements of several companies.



services



Click to Request for Quote



BUSINESS REGISTRATION & SET-UP

Whether starting a new business or expanding your network, we can help you hurdle that first step.



TAX ADVISORY & ACCOUNTING

Let us maintain your accounting records and handle tax concerns, so you can focus on running your core business.



AUDIT, ASSURANCE SERVICES, COMPLIANCE, AND SPECIAL PROJECTS

We have a team of professionals who can handle your special business and compliance needs.



BUSINESS REGISTRATION & SET-UP

Whether starting a new business or expanding your network, we can help you hurdle that first step.

We offer the following services

- Advice on the best form of organization applicable to the business
- Assistance in preparing and compiling the required documents for registration
- Monitoring the progress of registration from submission of requirements until completion

Government Agencies where we can process permits and licenses

- Securities and Exchange Commission (SEC)
- Department of Trade and Industry (DTI)
- Local Government Units (LGUs)
- Social Security System (SSS)
- Philippine Health Insurance Corporation (Philhealth)
- Home Development Mutual Fund (HDMF)
- Bureau of Internal Revenue (BIR)
- Intellectual Property Office (IPO)
- Department of Labor and Employment (DOLE)
- Bureau of Immigration (BI)
- Philippine Economic Zone Authority (PEZA)
- Cagayan Economic Zone Authority (CEZA)
- Philippine Contractors Accreditation Board (PCAB)



TAX ADVISORY AND ACCOUNTING

Let us maintain your accounting records and handle tax concerns, so you can focus on running your core business. We offer the following services on a retainer basis or by consultation:

Tax Advisory

- Preparation, e-filing, and payment of monthly, quarterly, and annual tax requirements like VAT, percentage tax, withholding taxes, income tax, and other relevant taxes
- Monitoring of tax filings
- Assistance during BIR tax audits
- Tax planning

Bookkeeping & Accounting

- Recording and maintaining the books of accounts (manual or with an accounting system)
- Preparation of financial reports for sound decision making

We may also do your Payroll needs:

- Monthly or semi-monthly computation of payroll, including benefits
- Preparation and payment of statutory benefits like SSS, Philhealth, and HDMF contributions
- Preparation and filing of annual Alphalist and BIR Form 2316 for all employees



AUDIT, ASSURANCE SERVICES, COMPLIANCE, AND SPECIAL PROJECTS

We have a team of professionals who can handle your special business and compliance needs.

We offer the following services, but are not limited to:


- Financial Statements (External) Audit
- Internal Audit
- Agreed-upon procedures
- Feasibility study, business plan, and financial forecast for new businesses, expansion, merger, and/or acquisitions
- Certificate Authorizing Registration (CAR) processing
- Chartered Trust and Estate Planner (CTEP) or Registered Estate Planner (REP), Certification of Value of Estate by a CPA
- Computerized Accounting System (CAS) Accreditation
- Consultancy on merger and acquisition
- General business consultancy



let's talk

If you have any inquiries, simply reach out to us and one of our Specialist will assist you.

Contact Us:

 +632-7505-2461

 consult@thinktankpros.com

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tax reminders

MONTHLY	VAT		EWT		FWT		WC	
	DUE DATE	FORM	DUE DATE	FORM	DUE DATE	FORM	DUE DATE	FORM
JANUARY	Feb 20	2550M	Feb 10	0619E	Feb 10	0619F	Feb 10	1601C
FEBRUARY	Mar 20	2550M	Mar 10	0619E	Mar 10	0619F	Mar 10	0619E
MARCH	Apr 25	2550Q + SLSP	Apr 30	0601EQ + QAP	Apr 30	0601FQ	Apr 10	0601EQ + QAP
APRIL	May 20	2550M	May 10	0619E	May 10	0619F	May 10	0619E
MAY	Jun 20	2550M	Jun 10	0619E	Jun 10	0619F	Jun 10	0619E
JUNE	Jul 25	2550Q + SLSP	Jul 31	0601EQ + QAP	Jul 31	0601FQ	Jul 10	0601EQ + QAP
JULY	Aug 20	2550M	Aug 10	0619E	Aug 10	0619F	Aug 10	0619E
AUGUST	Sep 20	2550M	Sep 10	0619E	Sep 10	0619F	Sep 10	0619E
SEPTEMBER	Oct 25	2550Q + SLSP	Oct 31	0601EQ + QAP	Oct 31	0601FQ	Oct 10	0601EQ + QAP
OCTOBER	Nov 20	2550M	Nov 10	0619E	Nov 10	0619F	Nov 10	0619E
NOVEMBER	Dec 20	2550M	Dec 10	0619E	Dec 10	0619F	Dec 10	0619E
DECEMBER	Jan 25 NY	2550Q + SLSP	Jan 31 NY	0601EQ + QAP	Jan 31 NY	0601FQ	Jan 15 NY	0601EQ + QAP
ANNUAL			MAR 1 NY	1604E + AAP	JAN 31 NY	1604F + AAP	JAN 31 NY	1604C + AAE

ANNUAL PAYMENTS/ SUBMISSIONS	DUE	QUARTERLY	FORM	Q1	Q2	Q3	Q4
	REGISTRATION FEE						
INVENTORY LIST + CD + SWORN DECLARATION	January 30	ITR NON-INDIVIDUAL	1702	May 30	Aug 29	Nov 29	Apr 15 NY
TRANSMITTAL + HARDCOPIES OF 2316	February 28	ITR INDIVIDUAL	1701	May 15	Aug 15	Nov 15	Apr 15 NY
		2ND INSTALLMENT ITR (INDIVIDUAL)				Oct 15 NY	

ONE TIME TRANSACTIONS CGT DT EST EWT		DST
SALE OF CAPITAL ASSET	30 days after sale	5th day of ff month after sale
SALE OF ORDINARY ASSET	10th day of ff month after sale	5th day of ff month after sale
SALE OF UNLISTED STOCKS	30 days after sale	5th day of ff month after sale
DONATION OF REAL PROPERTY	30 days after donation	5th day of ff month after donation
ESTATE TAX	within 1 year from date of death	none