

Dear Customer:

We are requesting this information to comply with the changes issued by the Tax Administration Service (SAT) in the issuance of Digital tax receipts that begins on **01, January, 2018** and with this information avoid billing errors, We inform you that in case of NOT confirming this information and not sending updated documents or data or sending them with errors, our company will not be responsible for errors in tax data. and the use of CFDI that we will point out by default will be the key "**P01 to be defined**", We inform you that **there will be no re-invoicing of documents**. We ask to confirm the following information:

INFORMATION REQUEST FORM

*CFDI use:

*Key:

Form of Payment:

Bank:

CTA:

CLABE:

Bank:

CTA:

CLABE:

Bank:

CTA:

CLABE:

GENERAL DATA

*Company name:

*RFC:

Telephone:

Email:

ADDRESS INFORMATION

State:

Colonia:

Town hall / Delegation:

Street:

Number:

Postal code:



	CFDI 3.3 Use Catalogo	Applies to all types of people	
CFDI use key	Description	Natural person	legal entities
G01	Acquisition of merchandise	yes	Yes
G02	Returns, discounts and bonuses	Yes	Yes
G03	General expenses	Yes	Yes
I01	Buildings	Yes	Yes
I02	Furniture and office equipment by investment	Yes	Yes
I03	Transport equipment	Yes	Yes
I04	Computer equipment and accessories	Yes	Yes
I05	Dados, troqueles, moldes, matrices y herramental	Yes	Yes
I06	Telephone communications	Yes	Yes
I07	Satellite communications	Yes	Yes
I08	Other machinery and equipment	Yes	Yes
D01	Medical, dental and hospital expenses fees.	Yes	No
D02	Medical expenses for inability or disability	Yes	No
D03	Funeral Expenses	Yes	No
D04	Donations	Yes	No
D05	Real interest actually paid on mortgage loans (home).	Yes	No
D06	Voluntary contributions to the SAR.	Yes	No
D07	Premiums for medical expenses insurance	Yes	No
D08	Mandatory school transportation expenses	Yes	No
D09	Deposits in savings accounts, premiums based on pension plans	Yes	No
D10	Payments for educational services (tuition)	Yes	No
P01	to be defined	Yes	Yes

