

electronic filing and payment system Coaching Session For Entrepreneurs, Self-Employed Individuals, Professionals and Mixed-Income Earners

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Objectives

At the end of the session, attendees should be able to:

- Navigate the system
- Properly fill-up the online enrollment form
- Properly fill-up a tax return online/or pay taxes in simulation mode
- Submit enrollment form online

Outline

- Enrollment Procedures
- Forgot Password
- Change User Information
- e-Filing
- Tax Return Inquiry
- e-Payment

Pre-requisites for Availment

- Registered with BIR
- If corporation, certification authorizing any of the three (3) officers designated to file the return under Section 52 (A) of the Tax Code (President or representative and Treasurer or Asst. Treasurer of the Corporation) who shall enroll for the system usage
- Letter of Intent
- TIN is pre-loaded in eFPS database
- Enrollment to eFPS (for Filing)
- Enrollment to chosen Accredited Agent Banks' (AAB) e-payment system (for Payment)

Summary of Tax Types & its BIR Forms

| TYPE OF TAX | DAILY | MONTHLY | QUARTERLY | ANNUAL |
|------------------------------------|---|---|------------------------------------|---------------------------------------|
| INCOME | - | - | <mark>1701Q</mark> 1702Q | 1700, <mark>1701</mark> 1702, 1704 |
| VAT/PERCENTAGE | - | 2550M, 2551M, 2552 | 2550Q, <mark>255</mark> 1, 2553 | - |
| EXCISE | 2200A, 2200AN, 2200M 2200P,2200T | - | - | - |
| WITHHOLDING | - | 1600, 1600WP 1601C, 1601E 1601F, 1602 1603 | - | 1604CF 1604E |
| DOCUMENTARY STAMPS | 2000 | - | - | - |
| DEFICIENCY TAXES / PAYMENT FORM | 0605 | - | - | 0605 |



electronic filing and payment system

How to Access eFPS

Accessing the eFPS

🔏 Bureau of Internal Revenue Website



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Enrollment Procedures



Enrollment Form

| Bureau of Internal Revenue Republic of the Philippines Home Login Revenue Issuances AQs Job Aids BIR Main Downloads Logout | | The Enrolment Form has 3 parts: 1) The Taxpayer Details 2) The Account Details and 3) The Verification | |
|---|--|---|--|
| Step 1 - Taxpayer Details Step 2 - Account Details | ils Step 3 - Verification | | |
| Note: All fields must be filled up, except Registered TIN : 777 _ 77 Registered Name : If Corporate Account, Name should be of the busin Last Name : DELA CRUZ First Name : JUAN Middle Name : STA MARIA Date of Incorporation/Birth : 01/01/2013 Region : NCR - Nation | Name if account type is Individual. 7 - 777 777 ess' authorized representative. mm/dd/yyyy al Capital Region | On this part, the enrollee must supply his profile information such as selecting if Individual or Corporate user, TIN, Name, Date of Birth, Address, Contact Number and Reason for e-Filing. | |
| Province : NCR, THIRD City/Municipality : CITY OF SAN House/Building No. : 123 ABC BUIL Street : AGHAM ROAL Contact No. : 9818888 | DISTRICT I JUAN D D D D D D D D D D D D D | Click on the " Next " button, | |
| Reason for eFiling : Volunteering T | Canel Next >> | to continue. | |

Enrollment Form

| Bureau of Internal Revenue Republic of the Philippines must supply his desired username, password, challenge question and answer to challenge question. In this page, it is also required to indicate a VALID EMAIL ACCOUNT where the system will send the VALIDATION CODE to be supplied in the next portion of the form. Email immediate indicate and immediate indicate and challenge question in the spage, it is also required to indicate a VALID EMAIL ACCOUNT where the system will send the VALIDATION CODE to be supplied in the next portion of the form. Email indic regulato@bir.gov.ph No special characters continm Answer immediate indic regulato@bir.gov.ph Nervious Click on the "Next" button, to continue. Message from webpage immediate informing you that the VERIFICATION CODE is sent to your email account. Click OK to proceed. | | enrollment form, the user |
|--|--|---|
| Enrollment Form Step 1 - Taxpayer Details Step 2 - Account Details Step 3 - Verification answer to challenge Username : username1 one word, at least eight characters also required to indicate a VALID EMAIL ACCOUNT Password : | Bureau of Internal Revenue Republic of the Philippines | must supply his desired username, password, challongo question and |
| Enrollment Form answer to challenge Step 1 - Taxpayer Details Step 2 - Account Details Step 3 - Verification answer to Username : username1 one word, at least eight characters also required to indicate a Password : | Home I Login I Revenue Issuances I PAQS I Job Alto I BIR Main I Downloads I Lo | challenge question and |
| Step 1 - Taxpayer Details Step 2 - Account Details Step 3 - Verification Username : username1 one word, at least eight characters Password : | Enrollment Form | answer to challenge |
| Step 1 - Taxpayer Details Step 2 - Account Details Step 3 - Verification Username : username1 one word, at least eight characters Password : | | question. In this page, it is |
| Username : username1 one word, at least eight characters Password : | Step 1 - Taxpayer Details Step 2 - Account Details Step 3 - Verification | also required to indicate a |
| Password : | Username : username1 one word, at least eight characters | VALID EMAIL ACCOUNT |
| Confirm Password : | Password : •••••• 8 to 15 characters | where the system will send |
| Challenge Question : What is my name? Answer : | Confirm Password : •••••• | the VALIDATION CODE to |
| Answer : No special characters Confirm Answer : | Challenge Question : What is my name? | be supplied in the next |
| Confirm Answer : | Answer : •••••• No special characters | portion of the form |
| E-mail : nick.regalado@bir.gov.ph name@domain.com IMPORTANT: Username, Password and Answer to Challenge Question are cases use of special characters are not allowed. Click on the "Next" button, to continue. Click on the "Next" button, to continue. A message box will appear on screen informing you that the VERIFICATION CODE is sent to your email account. Click OK to proceed. 10 | Confirm Answer : •••••• | portion of the form. |
| IMPORTANT: Username, Password and Answer to Challenge Question are case- use of special characters are not allowed. Click on the "Next" button, to continue. | E-mail : nick.regalado@bir.gov.ph name@domain.com | |
| Message from webpage Message from webpage Message from webpage Message from webpage Message from webpage Message box will appear on screen informing you that the VERIFICATION CODE is sent to your email account. Click OK to proceed. 10 | IMPORTANT: Username, Password and Answer to Challenge Question are case- use of special characters are not allowed. | Click on the " Next " button, to continue. |
| Message from webpage Message from webpage The verification code was already sent to nick.regalado@bir.gov.ph. Please check your email. OK A message box will appear on screen informing you that the VERIFICATION CODE is sent to your email account. Click OK to proceed. 10 | | |
| 10 | Message from webpage | A message box will appear on screen informing you that the VERIFICATION CODE is sent to your email account. Click OK to proceed. |
| | | 10 |

On the second part of the

This email VERIFICATION CODE should be copied QUICK SU kespona Delete Wed 11/6/2013 9:37 AM and supplied in the "Email no-reply-rearch@bir.gov.ph Verification Code" field BIR Email Verification nick.regalado@bir.gov.ph 0 under Step 3 - Verification of the enrollment form. eFPS will send you Good Day eFPS User, an email containing the **VERIFICATION** To complete your eFPS enrollment, please take note of the verification code below. CODE. If you have Verification Code: not receive it, check and correct the /2t6P95 email address that The verification code given will be needed in order for you to proceed in the next step of the enrollment process. you typed in. From, Bureau of Internal Revenue ***PLEASE DO NOT REPLY TO THIS E-MAIL*** no-reply-rearch@bir.gov.ph 11

Enrollment Form

Step 3 – Verification, Supply the Verification Code as stated in the email.



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Enrollment Form

After "**Submit**", you may either proceed or cancel your enrollment. If you click on the '**NO**' button, the focus will stay on Step 3 – Verification screen.

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|--------------|---------------------------|----------------------------------|-----------------------------------|--|-------------------------------|
| | Home Login Re | venue Issuances FAQs Job Aid | ds BI (Main Download | s Logout | |
| Enrol | Iment Form | | | | |
| | Step 1 - Taxpayer Details | | 3 - Verificatio | Helo | |
| | E-mail Verification Code | : /2t6P95 set | nt to nick. e You are a Are you a | about to save your information on eFPS. sure the information entered are valid? YES NO | |
| | | <pre></pre> | Clear Submit | Record accepted. BIR will be processing Please wait for email notification o O K | your enrollment. f status. |

If you click on the "**YES**" button, a message box will appear on screen informing you that your enrollment has been received for processing. Click **OK** to end.

Enrollment Online Exception

If this message box appears on screen, it means that your TIN is not yet pre-loaded in eFPS database. Pre-loading of TIN is one of the prerequisites in eFPS availment. You must coordinate with your RDO for this activity. Once done, you may fill-up the enrollment form again.



Online Enrollment Notes: eFPS

- Submit your letter of Intent to your RDO.
- After submitting the accomplished enrollment form online, the application is verified and processed by BIR personnel.
- The enrollee will receive an e-mail notification (within 3 to 10 working days) indicating the status of the application: whether the application has been activated or rejected (TIN mismatch) or put on-hold (incomplete documentary requirements or TIN information not updated).
- Only activated enrollees may begin to logon to eFPS using the TIN, Username, Password and Answer to Challenge Question supplied in the Enrollment Form and proceed to eFiling/ePay.



electronic filing and payment system

Forgot Password

Forgot Password



eFPS Home Page

Forgot Password

| Home | Login Revenue Issuances FAQs Jo eFPS Challer | b Aids BIR Main Downloads Logout age Question |
|------|---|--|
| | TIN | :777 - 777 - 777 - 777 |
| | Usernai | ne:username |
| | Name | INANGBAYAN CORP. |
| | am i an | authorized user? |
| | Answer | : |
| | | a to originative question is observensitive. |
| | | BIR Main Help |
| | | BIR Main Help |

Forgot Password

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If the answer you supplied to the challenge question is correct, the **Password Changed** notice is displayed on screen.

A system-generated password will be emailed to the email address you supplied during enrollment. Use that password to login to eFPS and you should change it once you are in.



electronic filing and payment system

Change User Information

Changing User Information

Access and login to eFPS, under the eFPS User Menu Screen



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eFPS User Menu

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Changing User Information



Changing User Information

| PS User M | Menu | |
|------------------------------|--|---|
| TIN | :777 - 777 - 777 | |
| Usernam | e: username1 | Message from webpage |
| Name | INANGBAYAN CORP. | The eFPS User Information was Successfully updated. |
| F orm Note: If you | : 0605 - Payment Form I find that your registration information is not updated or err | roneou: |
| | Change User Info File Tax Return Tax Return I | |

Changing your Login Password

| Bureau of Inte Republic of the Home Login Reve | rnal Revenue Philippines nue Issuances I FAQs | On the eFPS Form Screen, your eFPS log | User Information you can also change jin password. |
|--|---|--|--|
| eFPS Information Forn | n 🗖 | | |
| TIN Name Username E-mail | : 777 - 777 : INANGBAYAN CORP. : username1 : inangbayan@gmail.co | - 777 - 777 | <u>Help.</u> |
| Question | Am Lauthorized? | | Click on "Change |
| Answer | | | Becowerd" button to |
| Confirm Answer | | | Password building |
| Password Note: Username, Password, | and answer to Challenge Qu | estion are case-sensitive. | change your eFPS login password |
| | Submit Change | Password Cancel | |

Changing your Login Password



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The **Change Password** screen is displayed when the "**Change Password**" button is clicked.



Changing your Login Password

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| TTN | •777 • 777 • 777 • 777 | Help |
|--------------------------|--|--------------------------------|
| Name | | |
| Name | | Message from webpage |
| Username | username1 | |
| E-mail | inangbayan@gmail.com | |
| E-mail Notificatio | n: OYes ONo | Password Successfully Changed! |
| Question | :Am I authorized? | |
| Answer | : | |
| Confirm Answer | : | ОК |
| Password | : | |
| Note: Username, Password | and answer to Challenge Question are case-sensitive. | |
| | Submit Change Password Cancel | |
| Am | essage box is displayed indic | cating the status of |

email notification. Click OK to proceed.



electronic filing and payment system

e-Filing



Supply your TIN, Username and Password. Click '**Login**' button to proceed.



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| ob Aids BIR Main Downloads Logout | |
|---|--|
| 25 Login | |
| TTN - 777 777 777 777 | |
| 11N : | |
| Username : username1 | |
| Password : | |
| Note: Username and Password are case-sensitive. | |
| LOGIN | |
| | |
| | |
| Forgot password Enroll to eEPS BIR Main Help | |
| | |
| | |
| Best viewed with Internet Explorer versions 6 and up; | |
| or Mozilla Firefox version 2 and up; | |
| or with Netscape versions 6 and up; | |
| and with 800 x 600 or higher resolution | |
| | |
| Announcements | |
| | |
| Reminder to all e-Filers | |
| If you do not receive any transaction email | |
| notifications from eEPS, please double check the | |
| nouncations nom er F3, piedse double check the | |

notifications from eFPS, please double check the enrolled email address of the TIN account/s being used thru the "Change User Info" button under the "User ... More

eFPS Home Page



Type your ANSWER to the challenge question. Then, click '**Submit**' button to proceed.

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|---|--|------|
| Home I Login I Revenue Issu | ances FAQs Job Aids BIR Main Downloads Logout | _ |
| | FPS Challenge Question TIN :777 -777 Username: username: username: INANGBAYAN CORP. What is your name? Answer •••••••• Note: Answer to challenge question is case-sensitive. BIR Main Help | |

If the answer to the challenge question is incorrect, you will be redirected to the login screen. If in case you forgot it, you need to go to your RDO and request for revocation and re-enrollment.

Login

If username, password and answer to the challenge question are all correct, the **eFPS User Menu** Screen is displayed. This is where you can perform the various functions of eFPS.

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| eFPS User M | •777 777 777 777 | To e-file, click on the drop-down arrow to display the list of BIR |
|----------------------|---|---|
| Usernam | e:username1 | select the form. |
| Name | INANGBAYAN CORP. | |
| Form | : 0605 - Payment Form | |
| Note: If you | Change User Info File Tax Return Tax Re | or erroneous, please contact BIR Helpdesk. eturn Inquiry Enroll More Users |
| You car inquire r | n change your user credentials, eturn and/or payment and enrol | file return and/or pay tax, I more users if necessary. 30 |

The List of BIR Forms displayed are the registered TAX TYPES/FORMS of the Taxpayer. The system will not display BIR Form 1601-E for a taxpayer not registered as a withholding agent for Expanded Withholding Taxes.

| 🥭 eFF | PS Home - eFilin | 0605 - Paγment Form | | | | |
|----------------------|------------------|---|----------|--|--|--|
| | 🔊 🚽 🖉 http | 1600 - Monthly Remittance Return of Value-Added Tax and Other Percentage Taxes Withheld | | | | |
| $\underline{\frown}$ | | 1600VVP - Remittance Return of Percentage Tax on Withheld on Operation | | | | |
| File | Edit View | 1601C - Monthly Comittance Lieturn of Income Lakes Withhold on Lompensation | | | | |
| | | 1601E - Monthly Remittance Return of Creditable Income Taxes Witnneid (Expanded) | | | | |
| - 🔀 🚽 | 🕸 🧭 eFPS I | 1601F - Monthly Remittance Return of Final Income Tax Withheld | | | | |
| | - | 1602 - Wonthly Remittance Return of Final Income Taxes Withheld | | | | |
| | INTERNAL | 1603 - Quarterly Remittance Return of Final Income Taxes Withheid | | | | |
| EA | 100 100 | 1604CF - Annual Information Return of Income Taxes Withheld on Compensation | | | | |
| | 😓 m 🗐 🛛 B | 1604E - Annual Information Return of Creditable Income Taxes Withheld | | | | |
| | | 1700 - Annual Income Tax Return | | | | |
| | ALE PRINTS | 1701 - Annual Income Tax Return | | | | |
| | | 1701Q - Quarterly Income Tax Return For Self-Employed Individuals, Estates and Trusts | | | | |
| - 5 | DC 11 M | 1702 - Annual Income Tax Return for Corporation and Partnerships | | | | |
| ег | PS USEF MEN | 1702Q - Quarterly income Tax Return | | | | |
| | | 1704 - Improperly Accumulated Earnings Tax Return | | | | |
| | | 2000 - Documentary Stamp Tax Declaration/Return | | | | |
| | TIN : | 2200A - Excise Tax Return for Alcohol Products | | | | |
| | | 2200AN - Excise Tax Return for Automobiles and Non-Essential Goods | | | | |
| | llcornamo | 2200M - Excise Tax Return for Mineral Products | | | | |
| | usemanie. | 2200P - Excise Tax Return for Petroleum Products | | | | |
| | | 22001 - Excise Tax Return for Tobacco Products | . | | | |
| | Name : | 2550M - Monthly Value-Added Tax Declaration | X | | | |
| | | 2550Q - Quarterly Value-Added Tax Return | baa | | | |
| | Eorm . | 2551 - Quarterly Percentage Tax Return | ceu. | | | |
| | Form . | 2551M - Monthly Percentage Tax Return | | | | |
| | | 2552 - Percentage Tax Return on Stocks | | | | |
| | Note: If you fi | 2553 - Percentage Tax Payable Under Special Laws | | | | |
| | | Change User Info S File Tax Return Tax Return Inquiry Enroll More Users | | | | |
| | | | | | | |
| | | | | | | |
| | | BIR Main Help | | | | |
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| | | | <u> </u> | | | |

e-Filing

e-Filing



Bureau of Internal Revenue Republic of the Philippines The **"On-line/Off-line Option**" screen is displayed when the **"File Tax Return**" button is clicked.

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On-line/Off-line option

There are two methods in completing a tax form for submission in the eFPS:

- The On-Line Method allows you to input your tax information directly into the web page submit it once you have completely filled out all required information.
- The Off-Line Method allows you to download the tax form into a directory of your choosing, t saving it into your hard drive. This allows you to fill out the form at your own convenience with having to stay connected onto the Internet. You may use the PDF Format or the Stand-alone Off Form found in the eFPS Home Page.

I. Steps in accomplishing and submitting PDF Offline form:

- Upon clicking the off-line command button, you just need to click the OK Button to load the PDF file you wish to download.
- Only the BACKGROUND INFORMATION of the Taxpayer will be saved on the PDF File. This will ens that the downloaded form will only be used by the Taxpayer.
- Once you have completed filling out all the required fields, and validated all computations information, you may now click the "Validate" button to validate the data entered then click "Upload" Button.
- The upload button will redirect you to the confirmation page of eFPS. Once you click the "Ok" buyou will now be redirected to the eFPS Login Page.
- You need to key in the correct TIN, BRANCH CODE, USERNAME and PASSWORD combination as v as the ANSWER to Challenge Question.
- Once successful, the On-line form will now be automatically populated with the data from the I form. You will need to click the Validate Button to re-validate the uploaded data. The Submit Button used to formally file the Tax form.

II. Steps in accomplishing and submitting the Stand-alone Offline form:

on-line

Please refer to the Offline Form Link in the eFPS Home Page and the individual job aids under the Job Aids Link. IMPORTANT: Downloading and installation is only done once.



off-line

Take some time to read the preliminary instructions on how to file using the Online or Offline method.

Choosing the "**Off-line Option**" will prompt you to download the eFPS Offline package for tax preparation.

For "**On-line Option**" click the "**On-line**" button.

e-Filing

Then, select the return period of the BIR Form you are filing.

| Republic of the Philippines | |
|--|---|
| Home Login Revenue Issuances FAQs Job Aids BIR Main Downloads Logout | |
| Steps in accomplishing and submitting PDF Offline form: Upon clicking the off-line command button, you just need to click the OK Button to I you wish to download. Only the BACKGROUND INFORMATION of the Taxpayer will be saved on the PF ensure that the downloaded form will only be used by the Taxpayer. Once you have completed filling out all the required fields, and variations are used to the Please select th | oad the PDF file)F File This will e Return Period that you wish to file for: |
| Information, you may now click the validate button to validate the "Upload" Button Then click 'OK' to continue. a to the confirmation page of eFPS. (FPS Login Page. b to the confirmation page of eFPS. (FPS Login Page. continue. continue. | |
| II. Steps in accomplishing and submitting the Stand-alone Offline form: Please refer to the Offline Form Link in the eFPS Home Page and the individual job the Job Aids Link. IMPORTANT: Downloading and installation is only done once. | 2008 2009 2010 2011 2012 2012 2013 2014 |
| Do you wish to file a tax form on-line or offline? on-line off-line | 2014 2015 2016 2017 2018 2019 2020 |

The selected BIR Form now appears on screen

| | Bureau of Internal | Revenue | | | | |
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| oc: | P 8IC: 0000 | | | Guidelin | es and Instructions Help | |
| ۲ | Republika ng Pilipinas Kagawaran ng Pananalapi Kawanihan ng Rentas Internas | Monthly of Credita Withh | Remittan able Inco eld (Expa | ce Return me Taxes anded) | BIR Form No. 1601-E February 2007 (ENCS) | |
| xcept for transa real property cl | action involving onerous transfer assified as ordinary asset) | | | _ | | |
| For the Month (| (MMYYYY) | 2 Amended Return? | 3 No. of St | heets | Any Taxes Withheld? | - |
| 10 - October | | (e) Yes (C) No | Attached | 0 | 🤨 Yes 🗁 🖬 | |
| art I | | Background | d Informati | | | |
| IN 777 | 777 777 777 6 RDO | Code 123 | of Business/ Occupation | | | |
| Withholding Ac | gent's Name (Last Name, First Name, M | liddle Name for Individuals) / | (Registered Name for N | on-Individuals) 9 T | elephone Number | |
| INANGBAYAN | V CORP. | | | 99 | 5-9999 | |
| | ddress | | | 11 - | in Code | |
| 1 PASAK RD. | LEGASPI VILL. MAKATI CITY | | | 210 | 0 | |
| | Category of Withholdin | | | Are there payees availing | of tax | |
| 2 | Agen | 9 | 1 | 13 relief under Special Law of International Tax T Sony? | 10 | |
| Private C | Government | | | 🗢 Yes 🖲 No | | |
| | | | | If yes, Specify | Y | |
| art II | | Compu | tation of T | ax | TAX PATE TAX REQUIRED | |
| | NATURE OF INCOME PAYS | AENT | AIC | | (96) WITHHELD | |
| ROFL TALEN | T FEE PD TO JURIDICI /GROSS | | WC CUTU | 10,000,00 | 10.00 | |
| | | , | | 10.000.00 | 10.00 | 1,000.00 |
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| PROFL TALEN 4 Total T K Rei 5 Kass : Tax Or | T FEE BD | NC > 720,000) | WC011 | 20,000.00 | 10.00 15.05 14 4.00005 | |
| PROFL TALEN 4 Total Tak Rei 5 Ess : Tax Cr 15A Tax Rei | T FEE BD FO JURIDICL (GROSS II quired to be Withheld and Remitted realits/Payments mitted in Return Previously Filed, if this | NC > 720,000) | WC011 | 10.000.00 20,000.00 | 10.00 12.00 14 4.0000 15A 0.00 | |
| PROFL TALEN 4 Total 7 K Rei 5 Ess : Tax Gr 15A Tax Rei 15B Advance | T FEE BD OJURIDICL (GROSS II quired to be Withheld and Remitted redits/Payments mitted in Return Previously Filed, If this ce Payments Made (please attach proof | NC > 720,000) | WC011 | <u>10,000.00</u> 20,000.00 | 10.00 14 4,0005 15A 0.00 15B 0.00 | |
| A Total T ALEN 4 Total T A Rei 5 Ess : Tax Cr 15A Tax Rer 15B Advanc 15C Total T | T FEE DOMOTORIDICL (GROSS II quired to be Withheld and Remitted realisi-Reymens mitted in Return Previously Filed, if this ce Payments Made (please attach proof tax Credits/Payments (Sum of Items 15 | NC > 720,000) | WC011 | <u>10,000,00</u> 20,000.00 | 10.00 12.00 14 4.000 158 0.00 158 0.00 158 0.00 158 0.00 158 0.00 158 0.00 158 0.00 158 0.00 158 0.00 150 0.00 15 | |
| 4 Total 7 Ref 5 255 : Tax Cr 15A Tax Ref 15B Advanc 15C Total T 5 xx Still Due 7 Add - 1 atm | T FEE DOME JURIDICL (GROSS II quired to be Withheld and Remitted redisil/Paymens mitted in Return Previously Filed, if this ce Payments Made (please attach proof rax Credits/Payments (Sum of Items 15 4)(Determittance) (Item 14 less Item 15 5) Surchana | NC > 720,000) Is an amended return of payments - BIR Form No. A & 15B) C) | WC011 | 10,000.00 20,000.00 | 14 4.000 14 4.000 158 0.000 158 0.000 15C 0.000 16 4.000.00 | |
| PROFL TALEN 4 Total T ne 5 Es : Tax Cr 15A Tax Rer 15B Advanc 15C Total T 6 ax Still Due 7 Add Phonte | T FEE DOLL GURIDICL (GROSS II quired to be Withheld and Remitted realisi-Paymens mitted in Return Previously Filed, if this ce Payments Made (please attach proof rax Credits/Payments (Burn of Items 15 v(Overremittance) (Item 14 less Item 15 s Burcharge 1,000 00 | NC > 720,000) Is an amended return for payments - BIR Form No. A & 158) C) Interest 17B | WC011 .0605) 6.55 17C | 10,000.00 20,000.00 Compromise 1,000.00 | 10.00 14 14 4.000 158 1000 100 | |
| A Total T ALEN 4 Total T ALEN 5 Tax For 15A Tax Rer 15B Advance 15C Total T 6 Tax Still Duel 7 Add Photose 8 Total Amount | T FEE DOLLO JURIDICL (GROSS II quired to be Withheld and Remitted redisils/Paymens mitted in Return Previously Filed, if this ce Payments Made (please attach proof ra. Credits/Payments (Burn of Items 15 4)(Overenittance) (Item 14 less Item 15 5 Surcharge 1,000 00 1 Still Due/(OverenittanCorosen 14 det | NC > 720,000) Is an amended return fof payments - BIR Form No. A & 158) C) Interest 17B cs 15 & 170) | WC011 0605) 6.55 17C | 10,000.00 20,000.00 Compromise 1,000.00 | 10.00 14 4.000 14 4.000 158 1000 10 | |
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Note that there are fields on the online form that are *grayed-out* and already pre-filled.

The rest of the fields either need to be filled up, or can be automatically computed.

Click on the ATC link to display the list of ATCs and their description then select the applicable transaction/s

Alphanumeric Tax Codes

| Code | Description | Rate(%) | |
|-------|---|---------|---|
| WC010 | PROFL TALENT FEE PD TO JURIDICL (GROSS INC <= 720,000) | 10.00 | - |
| WC011 | PROFL TALENT FEE PD TO JURIDICL (GROSS INC > 720,000) | 15.00 | |
| WC050 | MANAGEMENT AND TECHNICAL CONSULTANTS (GROSS INC <= 720,000) | 10.00 | |
| WC051 | MANAGEMENT AND TECHNICAL CONSULTANTS (GROSS INC > 720,000) | 15.00 | |
| WC100 | EWT -RENTALS (CORP.) | 5.00 | |
| WC110 | EWT -CINEM. FILM RENTALS (CORP.) | 5.00 | |
| WC120 | EWT -CONTRACTORS (CORPORATE) | 2.00 | |
| WC140 | EWT - AMOUNTS PAID TO CERTAIN BROKERS AND AGENTS (CORP.) | 10.00 | * |
| | O K Cance | 1 | |

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Each of the entries in the BIR Form is required to pass the form's business rules. Since most of the fields are derived from the supplied data, it is necessary that these entries should undergo certain validation. This will prompt you to complete or correct the entries.

| | | | | | If yes | s, Specify | | T | | |
|-------------------------------|---------------------------------|----------------------------|---------------|-----------|--------|------------|--------|-----------------|-----------------------------|------------------|
| Part II | | Co | mputatio | n of 1 | Гах | | | | | |
| | NATURE OF INCOM | E PAYMENT | | A | тс | TAX BASE | | TAX RATE (%) | TAX REQU TO BE WITHHE | IRED E ELD |
| PROFL TALENT FEE PD | TO JURIDICL (GRO | SS INC <= 720,000) | | WC010 | | 10,0 | 00.00 | 10.00 | | 1,000.0 |
| ROFL TALENT FEE PD | TO JURIDICL (GRO | SS INC > 720,000) | | WC011 | | 20,0 | 00.00 | 15.00 | | 3,000.0 |
| 4 Total Tax Required to be W | (thheid and Remitted | | | | | | 14 | 4, | 000.00 | |
| 5 Less : Tax Credits/Payment | 15 | | | | | | | | | |
| 15A Tax Remitted in Ret. | um Previously Filed, if this is | s an amended return | | | | | 15A | | 0.00 | |
| 15B Advance Payments M | lade (please attach proof of | payments - BIR Form No. 06 | 505) | | | | 15B | | 0.00 | |
| 15C Total Tax Credits/Pa | ayments (Sum of Items 15A 8 | & 15B) | | | | | 15C | | 0.00 | |
| 6 Tax Still Due/(Overremittan | ce) (item 14 less item 15C) | | | | | | 16 | 4, | 00.00 | |
| 7 Add:Penalties | Surcharge | | nterest | | Compro | mise | | | | |
| 17A | 1,000.00 | 17B | 6.58 | 17C | 1,0 | 00.00 | 170 | | 2,008 | 3.58 |
| 8 Total Amount Still Due/(Ove | erremittance) (Sum of items | 16 & 17D) | | | | | 18 | | 6 | 8,006.5 |
| If overremittance, mark one | box only: | O To be Refunded | d 🔿 To be iss | ued a Tax | To | do this | s, cl | ick ol | n the | |
| Attachments | | | | | | | | | | |
| | | | | | "va | lidate | e. D | utton | • | |
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| | | | | | | | | | | |
| | Print | Validate | | Edit | | Submit | | | | |
| | Finit | Validate | | Luit | | Jubinit | | | | |

After clicking on **"Validate"** button, a message box will appear on screen for erroneous or invalid entries or late filing. Click **OK** to proceed.

Once entries pass the form's business rules, a message box will appear on screen for "Validation Successful". Click on "Edit" button if you need to modify your entries. Click **OK** to proceed.

| Message from webpage | 🗙 of Ta | ах | | | | | | |
|--|---------|------------|-----------------|-----------------------------------|--|--|--|--|
| | AT | C TAX BASE | TAX RATE (%) | TAX REQUIRED TO BE WITHHELD | | | | |
| | C010 | 10,000 | 0.00 10.00 | 1,000.00 | | | | |
| LATE FILING! Penalties computed based on RR12-99/RMO19-2007. | C011 | 20,000 | 0.00 15.00 | 3,000.00 | | | | |
| | | | 14 | 4,000.00 | | | | |
| ок | | | 15.A 153 | 0.00 | | | | |
| | | | 15C | 0.00 | | | | |
| 16 Tax Still Due/(Overremittance) (item 14 less item 15C) | | | 16 4 | 4,000.00 | | | | |
| 17 Add:Penaities Surcharge Interest | 170 | Compromise | | 0.000.55 | | | | |
| 17A 1,000.00 17B 0.08 | 1/C | 1,000.00 | 170 | 2,000.58 | | | | |
| 18 Total Amount Still Due/(Overremittance) (Sum of Items 16 & 17D) | | | 18 | 6,006.58 | | | | |
| If overremittance, mark one Message from webpage | | | | | | | | |
| Attachments Attachments Validation successful. Click on Edit if you wish to modify your entries. | | | | | | | | |
| | | | ок | | | | | |
| Print Validate | Edit | Submit | | 36 | | | | |

[BIR Main | eFPS Login | User Menu | Guidelines and Instructions | Help]
REMEMBER: An accomplished BIR Form needs to be <u>validated again</u> once correction has been made.

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If validation is successful, all entries are deemed correct, all editable entries in the form are *grayed-out*.

| | | NATURE OF INCOM | IE PAYMENT | | ATC | TAJ | XBASE | TAX RATE (%) | TAX REC TO I WITH | DUIRED BE HELD |
|----------------|--|---|-----------------------|------------|-------------------|------------|-----------|-----------------|-------------------------|----------------------|
| | PROFL TALENT FEE F | PD TO JURIDICL (GRO | SS INC <= 720,000 |) | WC010 | | 10,000.00 | 10.00 | | 1,000.00 |
| | PROFL TALENT FEE F | PD TO JURIDICL (GRO | SS INC > 720,000) | | WC011 | | 20,000.00 | 15.00 | | 3,000.00 |
| | 14 Total Tax Required to be | Withheld and Remitted | | | | | 14 | 4, | 000.00 | |
| | 15 Less : Tax Credits/Paym | ents | | | | | | | | |
| | 15A Tax Remitted In R | Return Previously Filled, if this i | s an amended return | | | | 15A | | 0.00 | |
| | 15B Advance Payments | s Made (please attach proof of | payments - BIR Form N | lo. 0605) | | | 15B | | 0.00 | |
| | 15C Total Tax Credits | Payments (Sum of Items 15A | & 15B) | | | | 15C | | 0.00 | |
| | 16 Tax Still Due/(Overremit | tance) (item 14 less item 15C) |) | | | | 16 | 4, | 000.00 | |
| | 17 Add:Penaitles | Surcharge | | Interest | | Compromise | | | | |
| | 17/ | 1,000.00 | 17B | 6.58 | 17C | 1,000.00 | 170 | | 2,0 | 06.58 |
| | 18 Total Amount Still Due/(| Overremittance) (Sum of Items | 16 & 17D) | | | | 18 | | | 6,006.58 |
| eo er ck | dit the ent successf on the " E | ries in the ul validati dit" butto | e form on, on. | ed 🔘 To be | issued a Tax Cert | ificate | Add A | ttachment | | |
| | | Print | Valio | date | Edit | Sut | Remove | Attachment | | |
| | | f ere u s l | | | | | Lusia 1 | | | |

After clicking the "**Edit**" button, the *grayed-out* fields will become editable so you can change or re-enter values as necessary.

| Part II | | | | Comput | ation of Tax | | | | |
|----------------|------------------------|---------------------------------|-------------------|--------------|---------------------------|-------------|-----------|-----------------|-----------------------------------|
| | | NATURE OF INCOME | PAYMENT | | ATC | TAX B | ASE | TAX RATE (%) | TAX REQUIRED TO BE WITHHELD |
| PROFL TA | ENT FEE PD TO | JURIDICL (GROS | S INC <= 720,0 | 000) | WC010 | | 10,000.00 | 10.00 | 1,000. |
| PROFL TA | ENT FEE PD TO | JURIDICL (GROS | 5 INC > 720,00 | 00) | WC011 | | 20,000.00 | 15.00 | 3,000. |
| 14 Total Tax | Required to be Withh | eld and Remitted | | | | | 14 | 4 | 000.00 |
| 15 Less : Ta | Credits/Payments | | | | | | | | |
| 15A Ta | Remitted in Return P | Previously Filled, if this is a | an amended return | n | | | 15A | | 0.00 |
| 15B Ad | ance Payments Made | (please attach proof of pa | ayments - BIR For | rm No. 0605) | | | 15B | | 0.00 |
| 15C TO | al Tax Credits/Payme | nts (Sum of Items 15A & | 15B) | | | | 15C | | 0.00 |
| 16 Tax Still C | ue/(Overremittance) | (item 14 less item 15C) | | | | | | | 000.00 |
| 17 Add:Pena | 47.4 | Surcharge | 470 | Interest | Cor | npromise | TO S | subm | it the |
| | 1/A | 1,000.00 | 178 | 0.98 | 1/0 | 1,000.00 | form | n cim | noly cli |
| 18 Total Amo | unt Still Due/(Overrer | mittance) (Sum of Items 1 | 6 & 17D) | | | | | 1, 5111 | |
| If overrem | ttance, mark one box (| only: | 🔘 To be Re | efunded 🔘 To | be issued a Tax Certifica | | on t | he " S | Submit |
| Attachm | ents | | | | | | h.utt | ~ ~ | |
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| 64 | | [BIR Main e | FPS Login | User Menu | Guidelines and Instru | uctions H | Help] | | |
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Message Box after clicking the "Submit" button

Bureau of Internal Revenue Republic of the Philippines

| PEGE: PEGE: 0000 | Guidelines and Instructions Help |
|--|---|
| Pressing OK means that Any corrections will require | the information you are filing is final. you to file an amendment subject to BIR assessment. |
| | |
| 11 ANGENYANI CORP. 10 Registered Jodness 1 PASAY RD. LEGASPI VILL. MAKATI OT Calegory of V You an | e filing for period July 2013. |
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FAQs + Job Alds + BIR Main + Downloads + Logou

Appropriate message box will appear on screen after clicking the "Submit" button. If entries are incorrect, click the corresponding "Cancel" button and go back to the form and correct the entries. Otherwise, click all the **OK** buttons to proceed.

The **"FILING REFERENCE NO**" screen is displayed after clicking **OK** on all the messages from the form's **"Submit**" button.

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

| TIN | : 777-777-777 |
|-------------------------------------|------------------|
| Name | INANGBAYAN CORP. |
| RDO | : 123 |
| Form Type | : 1601E |
| Reference No. | 021300003248756 |
| Amount Payable (Over Remittance) | : 6,006.58 |
| Accounting Type | : C - Calendar |
| For Tax Period | : 10/31/2013 |
| Date Filed | : 11/18/2013 |
| Тах Туре | : WE |
| | |

A **filing reference number** is generated for every e-filed return. It means that the form has been successfully submitted. An email notification will be sent to you.

> To immediately pay the amount due, click on "**Proceed to Payment**" button.

[BIR Main | eFPS Login | User Menu | Help]

You can also pay your tax due for previously filed BIR Form through the "**Tax Return Inquiry**". Note that if the amount payable is zero the "**Proceed to Payment**" button is *grayed-out*.

Screenshots of Selected BIR Forms

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| Monthly Remittance Return of Income Taxes Withheld on Compensation | 1601-C | Soc: PSC: 0000 Republics ng Plipinas Kagawanan ng Pananakaj | Guidelines and Instructions He BIR Form No. 0605 |
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Screenshots of Selected BIR Forms

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Bureau of Internal Revenue

I Login T Revenue Issuances F MQs T Job Ads T BIR Main Townsheets Log

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| Jun. | | | 0.00 | 0.00 | 0.00 | | P.M.] (| | Riel | 1 |
| aua | | | 0.00 | 0.00 | 0.00 | - | | | | |
| 967P | | | 0.00 | 0.00 | 0.00 | [| R Hain eME Legen Liser Henu | Guideline and Instructs | na (Maja) | |
| | | | 0.00 | 0.00 | 0.00 | | | | | |

| P80C: | |
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Republika ng Pilipinas

Consumeron no Doconstant

Guidelines and Instructions | Help

BIR Form No

| For Self-Employed Individuals, Estates, and Trusts (including those with both Business & Compensation Income) | | | | Tax Return | I | 1701Q July 2008(ENCS) | |
|--|----------------------------------|-------------------------|-------------|-----------------------------|---------------------------|--------------------------|--|
| 1 For the Year | 2 | Quarter | | 3 Amended Return? | 4 1 | lo. of Sheet's Attached | |
| mm 2012 | | © 1st © 2nd 8 | Srd 3 | 🗇 Yes 🕑 No | | 0 | |
| Part I | | Bac | kgro | und Informat | ion | | |
| 5 TIN | | 6 RDO Code | | 7 TIN | | 8 RDO Code | |
| 7 777 777 | 777 | 123 | | | | | |
| 9 Taxpayer's Name (Last Name, | First Name, Mide | lie Name) (Estates & 1 | Trusts) | 10 Spouse's Name(Last N | lame,FirstName,Middle | e Name) | |
| INANGBAYAN CO | RP. | | | | | | |
| 11 Registered Address | | | _ | 12 Registered Address | | | |
| 1 PASAY RD. LEG | ASPI VILL. MAK | ATICITY | _ | | | 1 | |
| 13 Date of Birth (mm/dd/yyyy) | 14 Zip Code | 15 Tel No. | | 16 Date of Birth(mm/dd/yyy) | 17 Zip Code | 18 Tel No. | |
| 01 01 1999 | 2100 | 995-9999 | | | | | |
| 19 Line of Business/Occupation | n 20 [1011 | Compensation | 21 | Line of Business/Occupation | 22 1011 | Compensation O | |
| UNCLASSIFIED | ATC 1012 | Business | 0 | | ATC 012. | Business | |
| | 1013 | Mixed Income | 0 | | 11013 M | Ixed Income | |
| 23 Method of Deduction | 23 Method of Deduction 40% | | | 24 Method of Deduction 40% | | | |
| C Itemized Deduction | C Optio | nal Standard Deducti | lon | | Deduction Optional Standa | | |
| 25 Are you availing of tax relie | f under Special I | Law or International Ti | reaty? | 🔿 Yes 🖲 | No If yes, specify | | |
| Part II | | | Com | putation of Tax | | | |
| Declarat | ion This Qu | arter | | Taxpayer/Filer | | Spouse | |
| 26 Sales/Revenues/Receipts | | | 26A | 0. | .00 26B | 0.00 | |
| 27 Add: Amount Recid by a part Professional Partnership(exc | ther from General cept loans) | | 27 <i>A</i> | 0. | .00 27B | 0.00 | |
| 28 Total | | | 284 | 0 | .00 28B | 0.00 | |
| 29 Less: Cost of Sales/Servi | ce | | 29A | 0. | .00 29B | 0.00 | |
| 30 Gross Income from Operation | on | | 304 | 0 | .00 30B | 0.00 | |
| Add: Other Income | | | 31 <i>A</i> | 0. | .00 31B | 0.00 | |
| 32 Total Gross Income | | | 324 | 0 | .00 32B | 0.00 | |
| 33 Less Deductions | | | 334 | 0. | .00 33B | 0.00 | |
| 34 Taxable Income This Quarter | r | | 344 | 0. | .00 34B | 0.00 | |
| 35 Add: Taxable Income Previ | ous Quarter(s) | | 35A | 0. | 00 35B | 0.00 | |
| 36 Taxable Income To Date | | | 364 | 0 | .00 36B | 0.00 | |
| 37 Tax Due | | | 374 | 0 | .00 37B | 0.00 | |

Quarterly Income

BIR Form No. 1701Q, a quarterly income tax return for self-employed individuals, estates and trusts including those with mixed business and compensation income.

Fields with white color are user-supplied; lighter / darker gray color are systemgenerated. BIR Form No. **1701Q** July 2008(ENCS)

BIR Form No. 1701Q, continuation.

| do coss. lox oreginents | | | | | | 0.0 |
|--|-------------|------|----------|-------------|----------|----------------------|
| 38A/B Prior Years' Excess Credits | 38A | 0.00 | 38B | | 0.00 | |
| SSC/D Tax Payment/s for the Previous Quarter/s | 38C | 0.00 | 38D | | 0.00 | |
| 38E/F Creditable Tax Withheld for the Previous Quarter/s | 38E | 0.00 | 38F | | 0.00 | |
| 380/H Creditable Tax Withheld per BIR Form No. 2307 for this quarter | 38G | 0.00 | 38H | | 0.00 | |
| 38I/J Tax Paid in Return Previously Filed, if this is an Amended Return | 381 | 0.00 | 38J | | 0.00 | |
| 38K/L Other Payment's Made (please attach proof of payment-BIR Form No. 0806) | 38K | 0.00 | 38L | | 0.00 | |
| 38M/N Total Tax Credits/Payments(8um of 38A, C, E, G, I & K/ 38B,D,F,H, J &L) | 38M | 0.00 | 38N | | 0.00 | |
| 39 Tax Payable/(Overpayment)(37A less 38M & 37B less 38N) | 39A | 0.00 | 39B | | 0.00 | |
| 40 Add: Penalties Surcharge | 40A | 0.00 | 40B | | 0.00 | |
| Interest | 40C | 0.00 | 40D | | 0.00 | |
| Compromise | 40E | 0.00 | 40F | | 0.00 | 298 |
| Total Penalties(Sum of Items 40A, C,E/40B,D,F) | 40G | 0.00 | 40H | | 0.00 | |
| 41 Total Amount Payable/(Overpayment)(39A+40G/39B+40H) | 41 A | 0.00 | 41B | | | |
| Aggregate Amount Payable/(Overpayment)(Sum of Items 41A & 41B) | | 41C | | 0.00 | Fields | with white color are |
| Attachments | | | | | IISAL-CI | unnlied: lighter / |
| | | | Add | Attachment | | applied, ingriter / |
| | | | | Actaoninone | darker | gray color are |
| | | | Remov | e Attachme | cyctom | - apporated |
| | | | | | System | i-generateu. |
| | • | rati | Buchanth | | | |

[BIR Main | eFPS Login | User Menu | Guidelines and Instructions | Help]



Sample Screenshot of Guidelines and Instruction for BIR Form No 1601-E

BIR Form No. 1601-E Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded) Guidelines and Instructions

Who Shall File

This return shall be filed in triplicate by every withholding agent (WA)/payor who is either an individual or nonindividual, required to deduct and withhold taxes on income payments to Expanded/Creditable Withholding Taxes.

If the Government of the Philippines, its political subdivisions or any Agency or Instrumentality, as well as government-owned or controlled corporation is the withholding agent/payor, the return may be made by the officer or employee having control of the disburserment of income payment or other officer or employee appropriately designated for the purpose.

If the person required to withhold and pay the tax is a corporation, the return shall be made in the name of the corporation and shall be signed and verified by the president, vice-president, or any authorized officer and countersigned by the treasurer or assistant treasurer.

With respect to a fiduciary, the returns shall be made in the name of the individual, estate or trust for which such fiduciary acts and shall be signed and verified by such fiduciary. In case of two or more joint fiduciaries, the return shall be signed and verified by one of such fiduciaries.

When and Where to File and Remit

6.64 6.64 689-76 The return shall be filed and tax paid on or before the tenth (10th) day of the month following the month in which withholding was made except for taxes withheld for December which shall be filed/paid on or before January 25 of the succeeding year. Provided, that large taxpayers as determined by the Commissioner shall file/pay on or before the twenty fifth (25th) day of the following month.

The return shall be filed and the tax paid with the Authorized Agent Bank (AAB) of the Revenue District Office having jurisdiction over the withholding agent's place of business/office. In places where there are no Authorized Agent Banks, the return shall be filed and the tax paid with the Revenue Collection Officer or the duly Authorized City or Municipal Treasurer within the Revenue District where the withholding agent's place of business/office is located, who will issue a Revenue Official Receipt (BIR Form No. 2524) therefor.

Violation of Withholding Tax Provisions

Any person required to withhold, account for, and remit any tax imposed by the National Internal Revenue Code or who willfully fails to withheld such tax, or account for and remit such tax, or aids or abets in any manner to evade any such tax or the payment thereof, shall, in addition to other penalties provided for under this Law, be liable upon conviction to a penalty equal to the total amount of the tax not withheld, or not accounted for and remitted.

Any person required under the National Internal Revenue Code or by rules and regulations promulgated thereunder to pay any tax, make a return, keep any record, or supply correct and accurate information, who willfully fails to pay such tax, make such return, keep such record, or supply such correct and accurate information, or withhold or remit taxes withheld, or refund excess taxes withheld on compensation, at the time or times required by law or rules and regulations shall, in addition to the other penalties provided by law, upon conviction thereof, be punished by a fine of not less than ten thousand pesos (P10,000.00) and suffer imprisonment of not less than one (1) year but not more than ten (10) years.

Every officer or employee of the government of the Republic of the Philippines or any of its agencies and instrumentalities, its political subdivisions, as well as governmentowned or controlled corporation, including the Bangko Sentral ng Pilipinas, who, under the provisions of the Code, as amended, or regulations promulgated thereunder, is charged with the duty to deduct and withhold any internal revenue tax and to remit the same in accordance with the provisions of the Tax Code, as amended, and other laws shall be guilty of any offense herein-below specified and upon conviction of each act or omission, be fined in a sum not less than five thousand pesos (P5,000) but not more than fifty thousand pesos (P50,000) or imprisoned for a term of not less than six (6) months and one day but not more than two (2) years, or both:

> a) Those who fail or cause the failure to deduct and withhold any internal revenue tax under any of the withholding tax laws and implementing regulations;

> b) Those who fail or cause the failure to remit taxes deducted and withheld within the time prescribed by law, and implementing regulations; and

| Part II | Compu | tation of Tax | | | |
|--|--|--------------------------------|-------------------------|-----------------|-----------------------------------|
| NATUR | E OF INCOME PAYMENT | ATC | TAX BASE | TAX RATE (%) | TAX REQUIRED TO BE WITHHELD |
| PROFL TALENT FEE PD TO JURIE | DICL (GROSS INC <= 720,000) | WC010 | 10,000.00 | 10.00 | 1,000.00 |
| PROFL TALENT FEE PD TO JURIE | DICL (GROSS INC > 720,000) | WC011 | 20,000.00 | 15.00 | 3,000.00 |
| 14 Total Tax Required to be Withheld and R | emitted | | 14 | 4, | 000.00 |
| The " Help " link is | If this is an amended return | | 15A | | 0.00 |
| also present in all | proof of payments - BIR Form No. 0605) | | 15B | | 0.00 |
| BIR Form screens | is 15A & 15B) | | 15C | | 0.00 |
| BITT Offit Scieccis. | n 15C) | Come | 16 | 4, | 000.00 |
| | | - 17C | , 000,00 170 | | 2,006.58 |
| Clicking on the link | of Items 16 & 17D) | | 18 | | 6,006.58 |
| will display further | O To be Refunded O | To be issued a Tax Certificate | 2 | | |
| instructions on how | | | | | |
| to fill up the form | | | | | |
| to fill up the form. | | | Add A | ttachment | |
| | | | _ | | |
| | | | Remove | Attachment | |
| | | | | | |
| | | | | | |
| | Print Validate | Edit | Submit | | |
| 68 | | | | | |
| 6.64 [BI | R Main eFPS Login User Menu | Guidelines and Instru | tions Help] | > | |

Sample Screenshot of Filing Help for BIR Form No 1601-E

BIR Form No. 1601E Filing Help

1. Familiarization of the form

a. Entry Fields

| Part II Computa | These colored white text fields or option |
|---|---|
| NATURE OF INCOME PAYMENT | |
| PROFL TALENT FEE PD TO JURIDICL (GROSS INC <= 720,000) | W Yes O No |
| PROFL TALENT FEE PD TO JURIDICL (GROSS INC > 720,000) | Weiter |
| 14 Total Tax Required to be Withheld and Remitted | b. Display Fields |
| 15 Less : Tax Credits/Payments | These colored gray or white fields are used 5 run 111 111 111 111 |
| 15A Tax Remitted in Return Previously Filed, if this is an amended return | to display data and are disabled. Some |
| 15B Advance Payments Made (please attach proof of payments - BIR Form No. 0605) | display fields are altered during |
| 15C Total Tax Credits/Payments (Sum of Items 15A & 15B) | computations. Taxpayer/Filer |
| 16 Tax Still Due/(Overremittance) (Item 14 less Item 15C) | 13 Date 344444 00 |
| 17 Add:Penalties Surcharge Interest | 06 204 31111.00 |
| 17A 1,000.00 17B 8.58 | 1 c. Action Buttons |
| 18 Total Amount Still Due/(Overremittance) (Sum of Items 16 & 17D) | |
| If overremilitance, mark one box only: O To be Refunded O To b | be issued Validate Edit Submit |
| Attachments | |
| | These buttons are used to add or remove attachments, validate, edit or modify and submit entries. The state of enabling or disabling the button changes depending on the action submitted. |
| | d. Navigation Links |
| | [BIR Main EFPS Logon User Menu Guidelines and Instructions Help] |
| Print Validate | Ed These links were primarily used to switch or navigate through the site. The BIR Mair link will bring you back to the BIR Main Site, EFPS Logon will bring you back to the logon screen, User Menu brings you back to the User Menu screen. While the |
| BIR Main eFPS Login User Menu G | Suidelines and Instructions Help] |

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electronic filing and payment system

Access and login to eFPS, Under the eFPS User Menu Screen

| Bureau of Internal Revenue Republic of the Philippines Home Login Revenue Issuances FAQs Job Alds BIR Main Downloads Logout | Bureau of Internal Revenue Republic of the Philippines Home I Login I Revenue Issuances I FAQs I Job Alds I BIR Main I Downloads I Logout |
|---|---|
| FPS User Menu TIN :777 -777 -777 Username: username1 Name : INANGBAYAN CORP. Form : 0605 - Payment Form Note: If you find that your registration information is not updated or erroneous, please contact Blic Change User Info File Tax Return Tax Return Inquiry BIR Main Help | eFPS User Menu TIN :777 -777 Username: username1 Name :INANGBAYAN CORP. Form : 0005 - Payment Form 0605 - Payment Form 0005 - Payment Form Note: If your 1800 - Monthly Remittance Return of Value-Added Tax and Other Percentage Taxes Withheld 1000 F - Remittance Return of Percentage Taxes Withheld 1001 F - Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded) 1001 F - Monthly Remittance Return of Final Income Taxes Withheld 1002 - Monthly Remittance Return of Final Income Taxes Withheld 1002 - Monthly Remittance Return of Final Income Taxes Withheld 1002 - Monthly Remittance Return of Final Income Taxes Withheld 1002 - Monthly Remittance Return of Final Income Taxes Withheld 1002 - Monthly Remittance Return of Final Income Taxes Withheld 1002 - Monthly Remittance Return of Final Income Taxes Withheld 1002 - Monthly Remittance Return of Final Income Taxes Withheld |
| Click on the drop down arrow to view the list and select the BIR Form you want to inquire. | 1004CF - Annual Information Return of Income Taxes Withheld on Compensation 1004E - Annual Information Return of Creditable Income Taxes Withheld 1700 - Annual Income Tax Return 1701 - Quartedy Income Tax Return 1701 - Cuartedy Income Tax Return |

| PS User N | /enu | After selecting the form the |
|-------------|---|--|
| TIN | :777 - 777 - 777 - 777 | you want to view / inquire from the list of BIR Forms |
| Usernar | me: username1 | Click on "Tax Return Inquiry" button. |
| Name | INANGBAYAN CORP. | |
| Form | 1601E - Monthly Remittance Return of Creditable Income | Taxes Withheld (Expanded) |
| Note: If yo | ou find that your registration information is not updated or error Change User Info File Tax Return Tax Return Inc | neous, please contact BIR Helpdesk. |
| | | |





Under the **"Tax Return Search Result"**: If you have filed more than once for the period you have chosen, the list of that form with different filing date and reference number will be shown. But, if search result yields only one (1) record, the details of the single tax return record is displayed immediately.



If you did not file any tax return for the chosen period, a message **"No Records Found"** will appear on screen and the main Tax Return Search screen once again is displayed.

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Tax Return Inquiry Tax Return Search 1601E - Monthly Remittance Return of Creditable Income Taxes Withheld **Highlight the** TIN 777 2 777 777 777 Reference Then click on the NAME INANGBAYAN CORP. Number you **"View Selected RETURN PERIOD** : 10 - October 2013 (mm/yyyy)wish to view / Record" button. inquire. Get Tax Filed Cancel PAYMENT REFERENCE NUMBER DATE FILED COMMENT STATUS November 18, 2013 021300003248756 WITH TAX RETURN DETAIL Unknown 021300003248754 November 14, 2013 WITH TAX RETURN DETAIL Authorized Please click the return from the list above and then click the VIEW SELECTED RECORD BUTTON to view the return. View Selected Record [BIR Main | User Menu | Help] 55

| Bureau of Internal Revenue Republic of the Philippines Home Login Revenue Issuances FAQs Job Aids BIR Main Downloads Logout | | | | |
|--|---|--|--|--|
| The selected BIR Form screen is now displayed. | Guidelines and Instructions Help Reference No : 021300003248756 Date Filed: November 18, 2013 11:02 AM Batch Number : 0 | | | |
| Republika ng Pilipinas Kagawaran ng Pananalapi Kawanihan ng Rentas Internas (Except for transaction involving onerous transfer | ittance Return Income Taxes (Expanded) Note the details on top of | | | |
| of real property classified as ordinary asset) 1 For the Month (MM/YYYY) 10 - October ▼ 2013 Part I 5 TIN 777 777 777 6 RDO Code 123 7 Line of Business 777 Note also that you cannot edit, re-validate, por add additional attachments to a form | the form such as the Filing Reference Number, the Date / Time Filed, and the Batch Number (at end-of- day, contains series signifying that the return is | | | |
| you have already filed, and thus all fields are grayed-out. | posted in TP ledger). 11 zip Code 2100 56 | | | |

| PROFL TALENT FEE PD TO JURIDICL (GF PROFL TALENT FEE PD TO JURIDICL (GF 14 Total Tax Required to be Withheld an 15 Less : Tax Gredits/ Drint the | ROSS INC <= 720,000) ROSS INC > 720,000) | Marce At the bo Marce you can functions | ottom of the in perform the fo s | quired form, ollowing |
|--|---|---|---|--|
| 15A Tax Remitter 15B Advance Payments Made (please 15C Total Tax Credits/Payments (Su 16 Tax Still Due/(Overremittance) (Item 1 17 Add:Penalties 17A 1,00 | s an amended return se attach proof of payments - BIR Form m of I View Payment check the statu that has been r | n No. 0605) Details (to us of Payment made, if any.) | 15A 15B 15C 16 iise 100.00 17D | 0.00 0.00 0.00 4,000.00 2,006.58 |
| 18 Total Amount Still Due/(Overremittan If overremittance, mark one box only: Attachments | ce) (Sum of Items 16 & 17D) | ^{r be iss} Proceed t (to epay th | o Payment tax due, in | 6,006,58 |
| View Guidelines and Instructions and Help for this form. | rint Payment | Case paym been made | e yet.) | t |
| [BIR Main] | Tax Return Inquiry User Men | u Guidelines and Inst | tructions Help] | 57 |

| PROFL TALENT FEE PD TO JURIDICL (GROSS INC <= 72 | 0,000) WC010 | 10,00 | 0.00 10.00 | 1,000.00 |
|---|----------------------|-----------------|--------------------------------|----------|
| PROFL TALENT FEE PD TO JURIDICL (GROSS INC > 720 | ,000) WC011 | 20,00 | 0.00 15.00 | 3,000.00 |
| 14 Total Tax Required to be Withheld and Remitted | | | 14 | 4,000.00 |
| 15 Less : Tax Credits/Payments | | | | |
| 15A Tax Remitted in Return Previously Filed, if this is an amended return | | | | 0.00 |
| 15B Advance Payments Made (please attach proof of payments - BIR Form No. 0605) | | | 15B | 0.00 |
| 15C Total Tax Credits/Payments (Sum of Items 15A & 15B) | | | 15C | 0.00 |
| 16 Tax Still Due/(Overremittance) (Item 14 less Item 150 | To view the detaile | or the | 16 | 4,000.00 |
| 17 Add:Penalties Surcharge | TO VIEW LITE DELAIIS | | _ | |
| 17A 1,000.00 17 | status of the payme | ent made, | 17D | 2,006.58 |
| 18 Total Amount Still Due/(Overremittance) (Sum of Iter CliCk On the "Payment | | 18 | 6,006.58 | |
| If overremittance, mark one box only: O | Details" button. | | | |
| Attachments | | | | |
| | | | Add Attachme Remove Attachn | ent |
| Print | Payment Details | Proceed to Paym | nent | |





electronic filing and payment system

e-Payment



e-PAYMENT VIA FUND TRANSFER

- Note that it is necessary to enroll and avail of the online payment facilities of your chosen AABs separately, before you can perform e-payment in eFPS.
- The participating banks will do the necessary procedures to validate and process the taxpayer's account enrollment. Taxpayers who enrolled with the banks will be given corresponding usernames/IDs and passwords (this depends on the standard policy of the participating bank) for authentication.
- The account and taxpayer profile will be used when the taxpayer will proceed to pay online through eFPS after a successful eFiling transaction.

List of Accredited Agent Banks



e-Payment: Filing Reference No

You can perform e-payment by clicking the "**Proceed to Payment**" button from the "**FILING REFERENCE NO**" screen which is displayed after clicking on **OK** to all the messages from the form's "**Submit**" button. This is the "receipt" of the BIR Form you submitted.



If the tax amount payable is zero, the '**Proceed to Payment**' button is *grayed-out* from the form's **Filing Reference No** screen.

e-Payment: Tax Return Inquiry

You can also perform e-payment thru "**Tax Return Inquiry**", that is, if you are inquiring or viewing a previously filed return.

| | | 14 | 4,000.00 | |
|-----------------|---|--|--|--|
| | | | | |
| um | | 15A | 0.00 | |
| orm No. 0605) | | 15B | 0.00 | |
| | | 15C | 0.00 | |
| | | 16 | 4,000.00 | |
| | Compromise | | | |
| 6.58 17C | 1,000.00 | 17D | 2,00 | 6.58 |
| , | | 18 | 6 | 006.58 |
| | F | Ade Attac | chment tachment | |
| | | | | |
| | | | | |
| | rn orm No. 0605) 6,58 17C To Click or perform | rn orm No. 0605) 6.58 17C 1,000.00 To Click on " Procee perform e-payme | rn 15A orm No. 0605) 15B 15C 16 6.58 17C 1,000,00 17D 18 To Click on " Proceed to perform e-payment. Ad Attac Rmove At | rn 0.0805) 15A 0.00 orm No. 0805) 15B 0.00 15C 0.00 16 4,000.00 16 4,000.00 17D 2,00 18 6 To Click on "Proceed to Payment perform e-payment. Ad Attachment R move Attachment |

e-Payment Options





Bureau of Internal Revenue Republic of the Philippines

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If you choose to e-Pay via fund transfer, select **Bank Transfer** from the drop down list.

eFPS Payment Form







e-Payment via Fund Transfer Sample AAB Sites

| Bureau of Internal Revenue Republic of the Philippings Home I Login I Revenue Issuances I FAQs I Job Aids I BIR Main I Downloads I Logout CCCCS LAND BANK OF THE PHILIPPINES ELECTRONIC TAX PAYMENT SYSTEM | An error message will appear upon access to the eFPS- AAB's site if the taxpayer is not yet enrolled with them. |
|--|--|
| How to Enroll Your Account for E-Payment 1. Visit the LANDBANK Branch where you maintain your account. Bring your passbook, ATM card or checkbook and any two valid IDs. For corporate taxpayers, a Board Resolution authorizing enrollment of the account(s) and designating the authorized enrollee(s)/password holder(s) shall be required. Note : To avail of the e-Tax Payment System of LANDBANK, a taxpayer should have an account with any LANDBANK on-line branch. 2. Fill-out the LANDBANK e-Tax Payment Form. This form can be requested from the Branch Customer Associate. Please be ready with your 4-character ID which could be a combination of numbers and letters. This shall become your permanent User ID once enrolled. 3. Submit the accomplished form to the Customer Associate. You shall be given the duplicate copy of the approved e-Tax Payment Form. 4. For proper identification of your account in our system, you shall be assigned a system-generated Password which shall be delivered to you through our authorized courier. 5. You may then use the e-Tax Payment System with your LANDBANK account using your pre-assigned Password upon initial log-on to the e-Tax Payment System. For other inquiries, please call your LANDBANK branch. Thank you. | reau of Internal Revenue Republic of the Philippines Login Revenue Issuances FAQs Job Aids BIR Main Downloads Logit ERROR PAGE Fror: TIN not yet enrolled. Action / Recommendation : Please contact the bank's administrator. |
| Development | E Bank of the Philippines |
| NOTE: The error message per AAB may vary. | pyright © Development Bank of the Philippines, 2002 |

e-Payment via Fund Transfer Sample AAB Site



If the AAB acknowledges your e-payment and confirms to eFPS the receipt of the payment instruction with a confirmation number, eFPS will display the "payment confirmation" screen stating that your payment has been successfully received and confirmed. Note that the screen includes important information such as...


e-Payment via Fund Transfer

- The AAB's e-Payment System (ePS) will validate the tax payment instruction and generate a Confirmation Number to be sent to the taxpayer and to eFPS, together with the other payment details. This is usually displayed by the AAB's ePS along with your filing reference number, TIN, name, account number, and amount paid.
- The generated Confirmation Number refers to the control number issued by the AAB to the taxpayer and the BIR to indicate that your account has been successfully debited electronically in payment of your tax liability. This is equivalent to the bank-validation and Official Receipt issued by the AAB





NOTE: e-Payment using TDM is only allowed for certain type of taxes. It is not allowed to be used as a mode of payment for some taxes, particularly, withholding taxes.

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| Filing Reference Number : 021300 Taxpayer Identification Number : 777 RDO Code : 123 Taxpayer's Name : INANG Return Period : 10/317 Tax Type : WE | In this example, the system disallowed TDM as mode of payment for withholding taxes after clicking on the " Submit " button. BAYAN CORP. |
|---|--|
| Amount Due (PhP):Payment Transaction Number:(Transaction Log Number):Payment Transaction Date:EFPS MODE OF PAYMENT:Tax D | 6,006.58 131515888 2013 Debit Memo |
| Date (MM/DD/YYYY): 10/01/2013Tax Debit Memo Number: 1002003004Tax Debit Memo Amount: 6006.58Tax Credit Certification Number: 1313131313 | Message from webpage |
| Print Submit | Cancel |



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Republika ng Pilipinas Kagawaran ng Pananalapi Kawanihan ng Rentas In

For VAT return, if you choose to e-Pay via TDM, just select **Tax Debit Memo** from the drop down list.

| Filing Reference Number | : 101300003248757 |
|--|---|
| Taxpayer Identification Number | . 777 . 777 . 777 . 777 |
| RDO Code | : 123 |
| Taxpayer's Name | INANGBAYAN CORP. |
| Return Period | 1 2/31/2012 Qtr : 4 |
| Тах Туре | : VT |
| Amount Due (PhP) | 17,959.45 |
| Payment Transaction Number (Transaction Log Number) | 131515887 |
| Payment Transaction Date | : 11/19/2013 |
| eFPS MODE OF PAYMENT | : - 🔹 |
| Print | - Bank Transfer Tax Debit Memo Submit Cancel |



NOTE: e-Payment thru TDM is only allowed for certain type of taxes. It is not allowed to be used as a mode of payment for some taxes, particularly, withholding taxes. *In this case, for VAT return the system will allow TDM as payment.*

eFPS Payment Form



Appropriate messages will be displayed after clicking on the **"Submit**" button for TDM as payment to *applicable BIR Forms*.



Filing Refe

If DATE of the TDM, TDM Number, TDM AMOUNT, and the TCC Number are valid, a message box confirming the TDM payment appears on screen. Click **OK** to proceed.

| RDO Code | 123 |
|--|---|
| Taxpayer's Name | INANGBAYAN CORP. |
| Return Period | : 12/31/2012 Qtr: 4 |
| Тах Туре | : VT |
| Amount Due (PhP) | 17,959.4 |
| Payment Transaction Number (Transaction Log Number) | 1315158 |
| Payment Transaction Date | : 11/19/2013 You will now be redirected to the confirmation page. Click on OK to continue. |
| eFPS MODE OF PAYMENT | : Tax Debit Memo |
| Date (MM/DD/YYYY) : 11/15/2012 | ОК |
| Tax Debit Memo Number : 01203 | 40560 |
| Tax Debit Memo Amount 179 | 959.45 |
| Tax Credit Certification Number : 11111 | 11111 |
| Print Subr | mit Cancel |

This screen will be displayed upon successful e-Payment using TDM. You can inquire again the form's "**Payment Details**" thru the "**Tax Return Inquiry**" if you wish.

Bureau of Internal Revenue Republic of the Philippines

ces | FAOs | Joh Aids | RIR M:

Republika ng Pilipinas Kagawaran ng Pananalapi Kawanihan ng Rentas Internas

BIR eFPS has received the payment transaction of your tax return through Tax Debit Memo (TDM).

| TIN | 11111111 | |
|---|------------------|------------------------------|
| Taxpayer's Name | INANGBAYAN CORP. | |
| Тах Туре | VT | |
| Return Period | 12/31/2012 | |
| Reference Number | 101300003248757 | |
| Payment Transaction Number | 131515887 | |
| Tax Debit Memo Number | 0120340560 | You can inquire the |
| Tax Debit Memo Date | 11/15/2012 | Payment Details |
| Tax Debit Memo Amount | 17959.45 | thru the form's " TAX |
| Tax Credit Certification Number | 111111111 | RETURN INQUIRY ". |
| Please refer to the inquiry facility to check the status of your paym | ient. | |

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eFPS Home Page

eFPS-related Issuances



END OF PRESENTATION

Questions & Answers



Notes

 eFPS Related Issuances, BIR Forms' Job-aids, FAQs can be found in the eFPS home page via www.bir.gov.ph

To get updates: Join facebook group, <u>itPhilippines Entrepreneur Network</u> Monitor or like the facebook fan page, <u>itPhilippines</u>

CONTACT INFORMATION

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