ORUS

ORUS GUIDE
www.bir.gov.ph

HOW TO APPLY FOR TIN FOR EO98/ONETT
AND CREATE ORUS ACCOUNT

*PLEASE READ NOTES BEFORE YOU PROCEED

1. Go to www.bir.gov.ph.
2. Click "USE BIR eServices".
3. Under Services click "ORUS" logo.
4. Click "New Registration".
5. Click "Individual".
6. At the right side please click "Create an Account".
7. Scroll down at the bottom. Check the "I have read the above terms, ..."
8. Click Agree.
9. Click "Taxpayer" and "Without Existing TIN". Read the Notice/Attention message then click Agree.
10. Click "User type –Transaction" then select "Get TIN for Filipino Citizen – EO 98 / One Time Taxpayer".
11. Click "Taxpayer Type" then select "Executive Order No. 98 ". Then click OKAY.
12. Please input the information
    a. Taxpayer Type: Executive Order No. 98 – Filipino Citizen (EO98FC)
    b. First Name, Middle Name, Last Name, Suffix
    c. Birthday
    d. Civil Status
    e. Gender
    f. Email
13. Input password and confirm password.
14. Check "Im not a robot".
15. Click Register.
16. Open your email address.
17. Click "Very your Account". Then after congratulatory message click OK.
18. Please login using your newly created email and password.
19. When you are logged in. Click "New Registration".

20. Click "Individual".
21. At the right side please click "Fill-up Application Form 1904".
22. Fill-up Taxpayer Information. Click continue.
23. Fill-up Residence Address. Click continue.
24. Fill-up Purpose of TIN. Click continue.
25. Fill-up Authorized Representative. Click continue.
26. Fill-up Spouse Information if married. Click continue.
27. Fill-up Attachment. Attach Government Issued ID and Selfie holding your ID. Marriage contract if married. Click continue.
28. At the Summary tab. Read and check the 3 boxes.
29. Then click "Submit Application.
30. Wait for the reply email with your TIN.
31. End.

If with errors in enrollment:

1. Data must be same in IRIS system.
2. If not the same, please update S1905 and submit to update counter.

Click **FORGOT PASSWORD** if already registered and you forgot your password.

NOTES

To avoid application denial please provide and read the following.

1. Be sure you have no TIN to avoid multiple TIN. P1,000 penalties for multiple TIN.
2. Please use computer laptop or desktop when applying for TIN to avoid errors.
3. For complete information please get or download the BIR Form 1904.
4. Use your personal Email and Cellphone number. Shared email and cellphone are not allowed.
5. Be ready of your clear soft copy of government issued ID, selfie holding your ID and Marriage contract if married.
6. Please always check your email in your inbox or spam.
7. For valid application please finish the step from 1 to 28.
8. Your RDO code are based to your residence address.
9. To follow-up please text your ARN to RDO : BIR Naga <u>0977-280-7118.</u>
10. We will randomly call or text for validation and verification.
11. We will approve application for those who comply correctly.
12. Please re-apply if denied.

P1,000.00 penalty for multiple TIN

FOR ASSISTANCE PLEASE CALL OUR BIR NAGA ORUS HOTLINE <u>0977-280-7118</u>

PLEASE FOLLOW US AT OUR FB PAGE "BIR REVENUE DISTRICT OFFICE 065 – NAGA CITY"

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HOW TO GENERATE DIGITAL TIN ID

1. Login to your ORUS account.
2. Click "View/Get your Digital TIN ID".
3. Click "Add Photo" to upload your picture
4. Upload your 1 x 1 picture.
5. Check your detail information.
6. Click "Generate Digital TIN ID.
7. To check click "View your Digital TIN ID".

SAMPLE DIGITAL TIN ID

FRONT

BACK

Please add a profile photo first, before generating a Digital TIN ID

GENERATE DIGITAL TIN ID