REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

September 11, 2013

REVENUE MEMORANDUM ORDER NO. 24-2013

SUBJECT : **Prescribing the Guidelines, Policies, and Procedures on the Use of Electronic Bureau of Internal Revenue Forms (eBIRForms) in Relation to Revenue Memorandum Circular (RMC) No. 61-2012**

TO : **All Internal Revenue Officials, Employees and Others Concerned**

I. BACKGROUND

In line with the continuous enhancement and development of electronic services (e-Services) by the Bureau of Internal Revenue (BIR) to provide faster, more reliable and more convenient services for the taxpaying public, this Order is being issued to provide the guidelines, policies, procedures and *technical know-how* on the use of Electronic Bureau of Internal Revenue Forms (*eBIRForms*) in relation to the existing provisions of **RMC No. 61-2012**, also known as *"Authorizing the Use of Electronic Bureau of Internal Revenue Forms (eBIRForms) Package in the Preparation and Filing of Tax Returns."*

II. OBJECTIVES

This Order is aimed to:

1. Provide the policies, guidelines, and procedures on the use of **eBIRForms** for the preparation and submission of mandatory tax returns with ease and accuracy by non-Electronic Filing and Payment System (non-eFPS) filers and accredited tax agents (ATAs);

2. Define the duties and responsibilities of the concerned Bureau Offices and officials upon implementation of **eBIRForms**;

3. Stipulate the advantages or benefits on the use of **eBIRForms,** such as but not limited to the following:

   a. Validate automatically the registration information indicated on the tax returns submitted by the taxpayers with our existing Integrated Tax System (ITS) database;

   b. Prompt concerned revenue officials or employees on any discrepancies between the registration information submitted by taxpayer and ITS database; and

   c. Encourage the concerned taxpayers to update their registration information with the Bureau upon validation of the tax returns submitted;

1

4. Provide the policies, guidelines, and procedures on the use of **Online BIRForms System** for the testing of third-party solutions developed by Tax software Provider/s (TSPs);

5. Ensure the accurate and timely generation of *ad hoc* reports as may be required or needed by the Management Committee (MANCOM) and other internal and external stakeholders.

III. DEFINITION OF TERMS

The following technical terminologies are herein defined for purposes of this Order:

1. **Electronic Bureau of Internal Revenue Forms (*eBIRForms*)** – refers to the two (2) types of electronic services (e-Services) provided by the Bureau relative to the preparation, generation, and submission of tax returns, which are the following:

   a. Offline **eBIRForms** Package; and
   b. Online **eBIRForms** System.

2. **Accredited Tax Agents (ATAs) -** are also known as accredited tax practitioners, who are engaged in tax practice and are required to apply for accreditation prior to their performance of the following services in behalf of their client-taxpayers:

   a. Preparation, certification, audit and filing of returns, information returns or other statements required by Code or Regulations;

   b. Preparation of requests for ruling, petitions for reinvestigation, protests, requests for refund or tax credit certificates, compromise settlement and/or abatement of tax liabilities and other official paper or correspondence with the BIR and other similar or related activities;

   c. Appearances in meetings, conferences, and hearings before any office of the BIR officially in behalf of a taxpayer or client in all matters relating to client's rights, privileges, or liabilities under laws or regulations administered by the BIR.

3. **Offline *eBIRForms* Package** – is a tax preparation software that allows taxpayers and ATAs to accomplish or fill-up tax forms offline. Instead of the conventional manual process of filling-up tax returns on pre-printed forms that is highly susceptible to human error, taxpayers or ATAs can directly encode data, validate, edit, save, delete, view, print and submit their tax returns. The package can do automatic computations and has the capability to validate information encoded by taxpayers or ATAs. Taxpayers/ATAs can submit it to the Online eBIRForms System after filling-out the forms in this package.

4. **Online *eBIRForms* System** – is a filing infrastructure that accepts tax returns submitted online and automatically computes penalties for tax returns submitted beyond due date. The system creates secured user accounts for taxpayers, ATAs, and TSPs for use of the online system and allows ATAs to file on behalf of their clients. The system also has a facility for TSPs to test and certify the data generated by their tax preparation software (certification is by form). It is capable of accepting returns data filed using system-certified TSP tax preparation software.

5. **Offline** – is a technical term generally used when the user accomplishes any activity while the user's workstation is not connected to the internet.

6. **Online** – is the most common technical term used wherein the user connects his workstation to the internet to access various information through the worldwide web.

7. **Manual Filing** – is a conventional process of preparing and submitting tax returns using the following formats:

   a. Printed forms from the Offline *eBIRForms* Package or pre-printed forms;
   b. Downloadable Portable Document Format (PDF); or
   c. MS Excel Format (.xls).

   The duly accomplished tax returns shall be printed and the hard copy shall be submitted or filed and tax due shall be paid to any Authorized Agent Bank (AAB), Revenue District Office (RDO) or Revenue Collection Officer (RCO), whichever is applicable.

8. **Electronic Filing** – is the process wherein the taxpayer and ATA shall submit duly accomplished tax returns using the Online *eBIRForms* System.

9. **Parent Screen** – is the first screen that will appear once the Offline *eBIRForms* Package is accessed by the user. The screen requires the basic information of a taxpayer, as follows:

   a. Taxpayer Identification Number (TIN);
   b. RDO Code;
   c. Line of Business;
   d. Taxpayer's/Registered Name;
   e. Registered Address;
   f. Zip Code; and
   g. Telephone Number.

   This particular screen also shows the different types of BIR Forms to be filled-up by the taxpayer and ATA including the duly accomplished forms already saved by user.

10. **Forms Screen** – is a screen showing the electronic format of certain BIR Form to be accomplished by the taxpayer or ATA upon selection of a definite form from the drop-down list indicated on the *Parent Screen*.

11. **Home Page** – is the screen which requires input of the username and password upon access of the Online *eBIRForms* System.

12. **User Classification Page** – is the screen where the user will be redirected upon validation of the information provided therein then the user will select whether he is an Accredited Tax Agent (ATA) or a Tax Software Provider (TSP), whichever is applicable.

13. **Manual Payment** – is the manual settlement of tax due wherein the taxpayer shall physically hand-over the payment or make Over-the Counter (OTC) payment to AAB or RCO, if applicable.

14. **Electronic Payment** – is another mode of payment for the convenience of taxpayers due to the emergence of e-Commerce, wherein secured payment is being made by simple transferring funds from a particular bank account or via a mobile number (i.e., Globe GCASH) to the government's specific account/s with the use of advanced technologies.

15. **Tax Software Provider** – is an individual/organization who shall render services to taxpayers by offering third-party solutions, that is, a tax preparation software that will generate the required tax returns covered by this Order.

16. **Extensible Mark-up Language (XML)** – is a mark-up language that defines a set of rules for encoding documents. It is a textual data format with strong support via Unicode that is used for the representation of arbitrary data structure such as Web services.

IV. COVERAGE

The policies, guidelines and procedures prescribed herein shall be applicable to non-Electronic Filing and Payment System (non-eFPS) filers and to accredited tax agents (ATAs) filing in behalf of their clients who are non-eFPS filers.

Only **thirty-one (31) BIR Forms** shall be initially available for use by the abovementioned filers or ATAs as enumerated on RMC 61-2012. See attached List of Available BIR Forms on the Offline *eBIRForms* Package (Annex "A").

V. POLICIES AND GUIDELINES

The following policies and guidelines shall be observed by all concerned upon implementation of the use of *eBIRForms*:

A. IN GENERAL

1. Non-eFPS filers or taxpayers have the option to use the pre-printed BIR Forms available at various Revenue District Offices (RDOs) or use the Offline *eBIRForms* Package for the preparation of required tax returns.

2. Non-eFPS filers, who shall file tax returns "without payment" (or 'no payment returns'), may opt to submit their tax returns at their respective RDOs manually or electronically submit the same through the use of the Online *eBiRForms* System.

    While non-eFPS filers who shall file tax returns "with payment" may submit the mandatory tax returns and pay the corresponding taxes due through the Authorized Agent Banks (AABs) within the jurisdiction of their registered RDO or the Revenue Collection Officers (RCOs), whichever is applicable. They may also conveniently file tax returns through the Online eBIRForms System and pay through the Electronic Banking (e-Banking) Facilities of the AABs and other existing tax payment channels.

3. Non-eFPS filers may assign or designate an accredited tax agent (ATA), who shall represent them before the BIR in the preparation and filing of tax returns upon online enrolment with the Online *eBIRForms* System and upon submission of a duly notarized **Authorization Letter (Annex "G")** to the taxpayer's registered RDO for account activation.

4. The ATAs who are preparing and filing tax returns in behalf of their clients are *mandated* to use the *eBIRForms*.

5. The Offline *eBIRForms* Package shall be available for use by all non-eFPS filers with or without internet access for the preparation of tax returns, while the Online *eBIRForms* System shall be available for internet users for electronic submission or filing of tax returns.

6. Tax Software Providers (TSPs) who provided tax preparation software to their clients must also enroll with the Online *eBIRForms* System to test and certify the outputs of the said software. Only a system-certified TSP tax preparation software shall be accepted by the Online *eBIRForms* System.

7. Taxpayers, ATAs and TSPs must be responsible for safeguarding their respective usernames, passwords and answers to 'Challenge Questions' and shall abide by the terms and conditions as indicated on **Annex "D" - Terms of Service Agreement (TOSA).**

8. There are certain tax agents or practitioners who are exempted to undergo the accreditation proceedings pursuant to Revenue Regulations No. 11-2006, however, the exempted tax agents or practitioners enumerated therein are hereby required by this Order to apply for accreditation by following the prescribed procedures on existing rules and regulations.

   Subsequently, the aforementioned tax agents or practitioners will be able to register and access the Online *eBIRForms* System as **"Accredited Tax Agent"** to be able to represent his client in the preparation and filing of returns.

9. The designation of ATA by the taxpayer may at any time be cancelled or revoked upon execution of "Removal of Tax Agent" within the Online *eBIRForms* System and the aforementioned action shall be completed upon submission of a duly notarized **Notice of Termination (Annex "H")** to the taxpayer's registered RDO.

10. Any findings, errors, violations, or infractions noted by the Regional and District Offices on tax returns prepared, signed, and filed by ATAs in behalf of their clients, shall render both the taxpayer and his/its tax agent civilly, administratively and criminally liable pursuant to RMC No. 82-2007, as amended.

B. FOR OFFLINE *eBIRFORMS* PACKAGE

1. The Offline *eBIRForms* Package can be downloaded through the official website of the BIR – **www.bir.gov.ph** or a copy of the software package may be requested from the taxpayer's registered RDO particularly in the designated BIR e-Lounge.

2. Prior to the installation of the Offline *eBIRForms* Package, the user must make sure that the desktop computer where the said software package will be installed must meet the **minimum system requirements**, as follows:

   a. Pentium IV processor or higher;
   b. 1GB RAM or higher;
   c. 1024 x 768 pixels screen resolution; and
   d. Windows XP operating system or higher.

3. The Offline *eBIRForms* Package will NOT require connection to the internet and NO online enrolment is necessary prior to the actual use of the same.

C. FOR ONLINE *eBIRFORMS* SYSTEM

1. All non-eFPS taxpayers who opt to use the Online *eBIRForms* System must have an internet access and individual electronic mail (e-mail) address (i.e., Yahoo!, Gmail, etc.) for online enrolment on the said system.

2. The user must assure that the minimum system requirements and browser requirements must be met to access the Online *eBIRForms* System, as follows:

   MINIMUM REQUIREMENTS
   a. Pentium IV processor or higher;
   b. 1GB RAM or higher;
   c. 2 GB RAM or higher (server);
   d. 1024 x 768 pixels screen resolution; and
   e. Windows XP operating system or higher.

   BROWSER REQUIREMENTS
   a. Internet Explorer Version 8 or higher (Version 9 or higher for Windows 7) with ActiveX Components;
   b. Mozilla Firefox Version 16 or higher; or
   c. Google Chrome Version 23 or higher.

3. Individual and corporate taxpayers shall be allowed to register or enrol up to a **maximum of three (3) user accounts** for a particular TIN on the use of Online *eBIRForms* System.

4. In case of unsuccessful validation of user's account enrolment due to information mismatch, the taxpayer, ATA or TSP must submit **BIR Form 1905 – Update on Registration Information** to his registered Revenue District Office for the information update with the Integrated Tax System (ITS) database.

5. For juridical or artificial entities, online enrolment shall be made by officers required by law to file the returns, such as but not limited to the following:

   a. For domestic corporations: the President, Vice President or Treasurer;
   b. For partnerships: the managing partner;
   c. For joint ventures: the managing head;
   d. For resident foreign corporations: the Head Country Manager.

6. In relation to **Sec. V(C) (5) of this Order**, the authorized principal officer may delegate the enrolment and filing of returns provided that a duly notarized authorization certificate was issued by the principal officer/s to the identified company personnel.

   In case of change of authorized company representative, the principal officer shall request for password reset from their respective RDO and shall issue another duly notarized authorization certificate to the newly identified company personnel.

7. For purposes of testing BIR Forms in the tax preparation software provided by TSPs, only one (1) permanent **Certification Code** will be issued by the Online *eBIRForms* System for every BIR Form covered by this Order upon its successful validation.

VI. PROCEDURES

A. <u>IN GENERAL</u>

1. PROVISION FOR ASSISTANCE ON THE INSTALLATION AND USAGE OF EBIRFORMS

  a. *Revenue District Office (RDO) shall:*

    i. Assign a revenue personnel to one of the desktop computers at the BIR e-Lounge to assist taxpayers with the use of *eBIRForms*.

    ii. Save and install the Offline *eBIRForms* Package on the designated desktop computers and the same should be made available for use of walk-in taxpayers, ATAs or TSPs.

    iii. Ensure that the assigned revenue personnel has an in-depth knowledge on the use of *eBIRForms* as shown on *Annex "E" – Job Aid for Revenue District Office (RDO) and Revenue Data Center (RDC)* for the Use of *eBIRForms* System.

    iv. Assist taxpayers, ATAs or TSPs and attend to all queries of the same regarding the use of *eBIRForms.*

  b. *Information Systems Group (ISG) and Revenue Data Center (RDC) shall:*

    i. Maintain and monitor the Online *eBIRForms* System database to ensure continuous operation and further enhancement of the said system.

    ii. Issue a Memorandum or an official announcement in case of system downtime for the concerned taxpayer and revenue officials or employees to perform workaround or manual processes.

B. <u>FOR OFFLINE *eBIRFORMS* PACKAGE</u>

2. **INSTALLATION OF SOFTWARE PACKAGE**

   a. *Taxpayers or ATAs shall:*

      i. <u>*Option 1:*</u> Visit the BIR's official website – <u>www.bir.gov.ph</u> to download the eBIRForms Package by initially clicking on the **'eBIRForms'** icon as shown below:

      ii. <u>*Option 2:*</u> Visit the BIR e-Lounge within their registered RDO and save a copy of the Offline **eBIRForms** Package in a Universal Serial Bus (USB) or Rewritable Compact Disc (CD-RW).

      iii. Check the specifications of the workstation where the Offline **eBIRForms** Package will be installed if it complies with the system requirements mentioned on **Sec. V (B) (2) of this Order**.

      iv. Follow the detailed step-by-step installation procedures as presented on the **Job Aids for Taxpayers and Accredited Tax Agents for the Use of eBIRForms (Annex "B")** prior to the actual use of the software package.

3. **PREPARATION OF TAX RETURNS**

   a. *Taxpayers or ATAs shall:*

      i. Input all required information on the **Parent Screen** of the Offline **eBIRForms** System. The mandatory fields to be filled-up are as follows:

         a. TIN;
         b. RDO Code;
         c. Line of Business;
         d. Taxpayer's/Registered Name;
         e. Registered Address;
         f. Zip Code; and
         g. Telephone Number.

      ii. Select a particular form to be accomplished on the drop-down list as shown on the Parent Screen.

      iii. Fill-up all the necessary information on the tax returns based on existing revenue issuances;

      iv. Ensure that all duly accomplished tax returns must be 'saved' on their workstation for future references.

4. MANUAL SUBMISSION OF TAX RETURNS

    a. Taxpayers or ATAs shall:

        i. Print the duly accomplished BIR Form with the following printing specifications:

        i.1. Folio size bond paper (8.5" x 13");
        i.2. Portrait orientation/layout;
        i.3. Page setup margins – Left: 0.146", Right: 0.148", Top: 0.14", Bottom: 0.14".

        The aforementioned specifications should not be subject to any alterations or changes in paper size, margins, or page layout upon printing of the same.

        ii. Submit the hard copy of the tax returns at the RDO where the taxpayer is registered or RDO having jurisdiction over the taxpayer's place of business, if without payment.

        On the other hand, the taxpayer or ATA shall file the printed tax return and pay the corresponding taxes due at the Authorized Agent Bank/s within the RDO's jurisdiction, if with payment.

    b. Revenue District Office (RDO) shall:

        i. Receive printed or hard copies of tax returns prepared using the Offline *eBIRForms* Package (***see Sample Return on Annex "F")*** and all tax returns filed manually by taxpayers or ATAs following the existing revenue issuances.

C. FOR ONLINE *eBIRFORMS* SYSTEM

1. ONLINE ACCOUNT ENROLMENT

    a. Taxpayer, ATAs and TSPs shall:

        i. Access Online ***eBIRForms*** System on the Web through the BIR's official website – www.bir.gov.ph by clicking the *eBIRForms* icon as shown on Sec. B (1) (a)(1) of this Order;

        ii. Click on the ***'Sign Up'*** button found on the ***Home Page*** then acknowledge and agree to the ***eBIRForms Terms of Agreement (ToSA).***

        iii. After acceptance of the ToSA, fill-up all the required fields on the online enrolment form, then the system shall validate the information provided by the user.

iv. Upon successful validation, user will be redirected to the ***User Classification Page,*** then select the applicable check box.

   Otherwise, an error message will appear informing the user that the information he provided does not match his information in the ITS Registration.

v. Follow the detailed procedures for account enrolment as stated on the ***Job Aids for Taxpayers and Accredited Tax Agents for the Use of eBIRForms (Annex "B").***

   However, the ***Job Aids for Tax Software Providers for the Use of eBIRForms System (Annex "I")*** is herein provided as a ready reference.

vi. Receive a systems-generated enrolment notification e-mail upon completion of the enrolment process.

2. ACCOUNT ACTIVATION

   a. *Taxpayer, ATAs and TSPs shall:*

   i. Print the systems-generated enrolment notification e-mail then submit the same to respective RDO together with the applicable documentary requirements as listed on ***Annex "C" – List of Documentary Requirements for Account Activation.***

   ii. Receive an account activation e-mail containing the assigned username and systems-generated temporary password upon approval of account by the RDO.

   vii. Change the default password upon initial log-in to the system. Please see ***Job Aids for Taxpayers and Accredited Tax Agents for the Use of eBIRForms (Annex "B")*** as a guide for the change of password*.*

   However, the ***Job Aids for Tax Software Providers for the Use of eBIRForms System (Annex "I")*** shall be provided as ready reference for the said user.

   b. *Revenue District Office (RDO) shall:*

   i. Receive and check all the documentary requirements submitted by the taxpayers, ATAs or TSPs.

   ii. Ensure the completeness and authenticity of all the documents submitted by the taxpayers, ATAs or TSPs.

   iii. Validate all information provided by the taxpayers, ATAs or TSPs in their online account enrolment with the submitted documents.

iv. Submit a ***recommendation report*** to the Revenue District Officer or Head of Office for approval of the online account enrolment of taxpayer.

v. Follow the account activation procedures mentioned on ***Annex "E" – Job Aid for Revenue District Office (RDO) and Revenue Data Center (RDC)*** upon receipt of the approved recommendation report from the Revenue District Officer or Head of Office.

3. **CERTIFICATION AND TESTING OF BIR FORMS (TAX PREPARATION SOFTWARE)**

   a. *Tax Software Providers (TSPs) shall:*

      i. Download the Data Structure or XML schema of various BIR Forms provided by the Online ***eBIRForms*** System.

      ii. Test the form of the tax preparation software by uploading the XML BIR Form file and the same shall be subject for validation.

      iii. Upon successful validation, a **Certification Code** shall be provided by the system and an e-mail notification will be sent to the TSP which will also contain instructions on how to append the certification code to the XML BIR Form that will be filed by the taxpayers or ATAs. Otherwise, an error message will prompt the user and the nature of the error will also be shown.

      iv. Follow the detailed procedures provided on the ***Job Aids for Tax Software Providers for the Use of eBIRForms System (Annex "I")*** for the certification and testing of BIR Forms.

4. **ELECTRONIC SUBMISSION OF TAX RETURNS**

   a. *Taxpayer or ATAs shall:*

      i. Accomplish the tax returns as stated on Sec. VI (B)(2) of this Order using the Offline ***eBIRForms*** Package. Once complete, click on the ***'Validate'*** button.

      ii. Upon successful validation of the accomplished tax return, click on the ***'Submit'*** button to be redirected to the ***Home Page*** of the Online ***eBIRForms*** System where the username and password will be required.

      An alert message will be displayed informing the taxpayer or ATA that the return has been filed upon successful log-in and form validation.

iii. Receive a system-generated notification e-mail which acknowledges that the tax return has been successfully filed.

iv. Print the *Filing Reference Number (FRN) Page* generated by the system upon successful filing of returns and the same shall be submitted to the AABs for the payment of the taxes due thereon.

VII. TRANSITORY PROVISIONS

All accredited tax agents or practitioners shall initially use the Offline eBIRForms Package for the preparation of tax returns. The duly accomplished returns shall be filed manually and the tax due shall be paid with any Authorized Agent Bank (AAB) located within the territorial jurisdiction of the Revenue District Office (RDO) where the non-eFPS taxpayer they represent is registered.

In case of 'no payment returns', the same shall be filed manually with the RDO where the taxpayer they represent is registered or with the concerned Revenue Collection Officer (RCO) under the same RDO, whichever is applicable.

Moreover, the use of the Online *eBIRForms* System shall be used upon system availability to be announced by the Bureau.

VIII. REPEALING CLAUSE

All revenue issuances or portions thereof which are inconsistent herewith are hereby repealed, modified, or amended accordingly.

IX. EFFECTIVITY

This Order shall take effect immediately.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

H-2