# COMPLIANCE IN THE PHILIPPINES

YOUR STEP BY STEP GUIDE TO THE BUREAU OF INTERNAL REVENUE





### **COMPLIANCE IN THE PHILIPPINES**

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#### Manual for BIR Filling Steps

#### **Procedures**

- Fill-up the BIR Form No.
- Proceed to the Revenue District Office where you are registered or to any Tax Filing
- Center established by the BIR and present the duly accomplished BIR Form 1701Q, together with the required attachments.
- Receive your copy of the duly stamped and validated form from the RDO.

**Download Offline EBIR Form:** <a href="https://www.bir.gov.ph/index.php/downloadables.html">https://www.bir.gov.ph/index.php/downloadables.html</a>

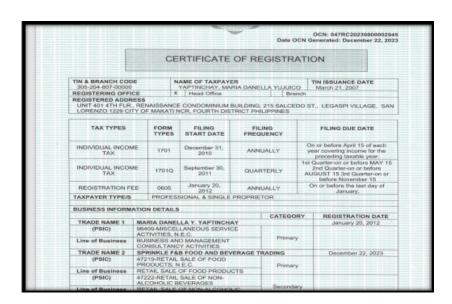
One download Fill up the Profile

- Tax Payer Identification Number- (Found in 2303 COR-Certificate of Registration)
- **RDO Code** This acronym equates to Revenue District Office and the code stands for a specific location. The RDO is a sector under the Bureau of Internal Revenue or BIR which keeps records of taxpayers who fall under their jurisdiction.
- Line Of Business This section identifies the specific activities for which the business has been registered to pursue. A BIR designated code will be provided which will relate to the line or category of business. It is up the registerer to ensure they are registering the business under the correct activity
- Registered Address A registered address does not need to be a commercial property,
  - they can also be residential addresses. There are benefits, however, of opting to use a corporate address such as, it keeps your home address protected and it can be used to give your company instant credibility with new and potential clients.
- **ZIP Code** denote street address groups or delivery routes. Because of this, ZIP Code "areas" can overlap, be contained within another ZIP Code, or have no geographic area. For example, ZIP Codes that start with **095** are assigned to the Navy and therefore have no geographic location.



In Filling BIR always double check the 2303 Certificate of Registration.

The Certificate of Registration (COR) is also known as the BIR Form 2303. It is a document that serves as proof that your business has the legal right to operate in the Philippines.



 Individual Income Tax - Individual tax returns involve the comprehensive reporting of personal

financial information. This means you send your financial information to a government entity, and this information includes income, deductions, and credits.

#### **Filling Frequency**

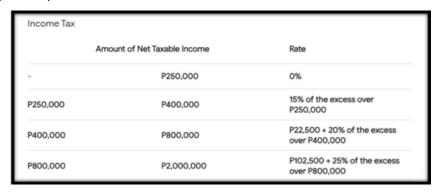
- 1701-Annualy
- 1701Q-Quaterly
- Registration Fee 0605 Business taxpayers will be exempt from filing BIR Form No. 0605 and paying Five Hundred pesos (500.)ARF on or before January 31 every year. BIR Certificate of Registration (COR) that includes the Registration Fee as part of registered tax types will remain valid.

#### **Filling Frequency**

Annualy

**1601** - EQ or the Quarterly Remittance Return of Creditable Income Taxes Withheld is used on remitting taxes that are withheld during the 3rd month of each taxable year.

e-Filing and e-Payment/Filing and payment of 1601-EQ, 1601-FQ, 1602Q and 1603Q (EWT, FWT and FBT) for QE 31 March 2024. Submission of attachments to the 1702 (ITR), together with 1709 (RPT Form), if applicable, for YE 31 December 2023 (e-filers).



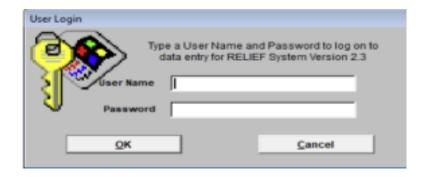
Manual for Filling E Relief in BIR 2550Q- 1 st Deadline every 25 of April

#### For BIR forms and Concerns Kindly Go to Link Below:

https://www.bir.gov.ph/index.php/eservices/ebirforms.html



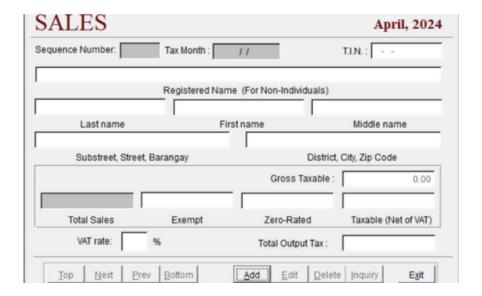
- Download the Relief Version 2.3
- Alphalist Data Entry



- Create User Name and Password
- Then Click Ok
- Click the Owner's Info
- Update the Owners Information
- Tin Number

## Owner's Information

- Enter the TIN
- Tax Payer Classification
  - Non Individual
  - Individual -Single Proprietorship
  - Registered Name
  - Tax Payer Name for Individual
  - Trade Name (Same as the Business Name)
  - Street/Barangay
  - District
  - Zip Code
  - Calendar of Fiscal (Choose Calendar)
  - Month
  - Save and Exit

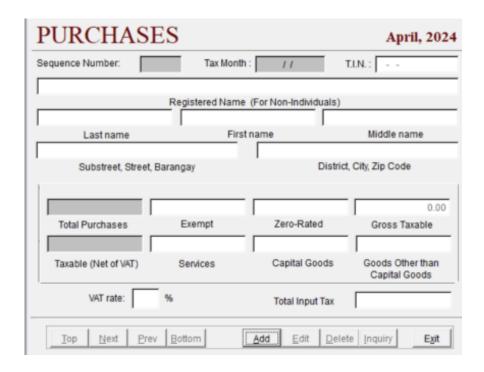


- Sequence number and Tax Month Is automatically
- TIN: Tin number of your clients
- Registered of the clients (For Non-Individuals)
- Last Name, First Name, and Middle (applicable for Single Prop)
- Substreet, Street Barangay of the clients
- District Zip Code
- Gross Amount
- Vat Rate: 12%
- Taxable Net of VAT and total Total Output Tax is automatically ,once you entered the
  - gross taxable.
- One done Click Save
- Then Add for another transactions
- Click Previous if you want to see past transaction
- Click Edit if you want to edit, one you edit the transactions don't for forget to save.

Note: Ensure that all the information on the issued receipts is accurate.

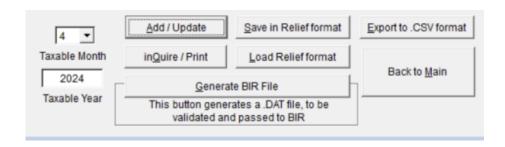
| Sequence No | TIN         | Registered Name            | Last Nan_4 |
|-------------|-------------|----------------------------|------------|
| 1           | 000-000-000 | A TODA MADRE               |            |
| 2           | 000-000-001 | BAD CAFE                   |            |
| . 3         | 000-000-002 | BALAI PALMA                |            |
| 4           | 000-000-003 | BOLERO                     |            |
| 5           | 000-000-004 | CHAIRMAN FU HOTPOT AND BAR |            |
| 6           | 000-000-005 | DAHON DAHAN KITCHENETTE    |            |
| 7           | 000-000-006 | GOOD TIMES                 |            |
| 8           | 000-000-007 | KASHMIR                    |            |
| 9           | 000-000-008 | KHAO KAI                   |            |
| 10          | 000-000-009 | MIP COMPORT FOOD           |            |
| 11          | 000-000-010 | 000 BGC                    |            |
| 12          | 000-000-011 | PANCO CAFE                 |            |
| 1 13        | 000,000,012 | SI II UK BAB               |            |

After Entering All the Transaction you can check the summary by clicking the Enquiry.



- Sequence number and Tax Month Is automatically.
- TIN: Tin number of your clients
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- Last Name, First Name, and Middle (applicable for Single Prop)
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- One done Click Save
- Then Add for another transactions
- Click Previous if you want to see past transaction
- Click Edit if you want to edit, one you edit the transactions don't for forget to save.

Note: Verify that all receipts has complete details. All receipts ought to be issued in the company's name.



• Click Generate BIR file once done.