



Print the information that will be updated, supported by documents and sign the declaration. All information is required.

TAXPAYER INFORMATION					
▶1 TIN <div><div></div> - <div></div> - <div></div> - <div></div></div>		Branch Code <div></div>	▶2 RDO CODE <div></div>		▶DLN For BIR Use Only <div></div>
▶2 REGISTERED NAME (For individuals, Last Name, First Name Suffix, Middle Name) <div></div>				▶3 BIRTH/INCORPORATION DATE MM/DD/YYYY <div></div>	
CONTACT INFORMATION		▶4 TAXPAYER'S DESIGNATED OFFICIAL EMAIL ADDRESS <div></div> <p>The designated email address should be of the taxpayer's official email address. This shall be used in serving BIR orders, notices, letters and other processes/communications to the taxpayers. The designated e-mail address shall be the official e-mail address of the registered individual or non-individual taxpayers and not the e-mail address of the authorized representative or tax agent.</p>		▶5 MOBILE OR TELEPHONE NO. <div></div>	
UNIT/RM/FLR/BLDG NAME <div></div>		LT/BLK/PH/HOUSE NO./STREET NAME BENIGNO AQUINO AVE.		LT/BLK/PH/HOUSE NO./STREET NAME <div></div>	
TOWN/DISTRICT <div></div>	▶6 BARANGAY <div></div>	▶7 MUNICIPALITY/CITY <div></div>		▶8 PROVINCE <div></div>	▶9 ZIPCODE <div></div>

THIS PORTION SHALL BE ACCOMPLISHED BY INDIVIDUALS ONLY					
PLACE OF BIRTH		▶10 PLACE OF BIRTH <div></div>			
PARENTS NAME		▶11 FATHER'S FULL NAME <div></div>		▶12 MOTHER'S FULL MAIDEN NAME <div></div>	
SPOUSE'S INFORMATION (If married)		▶13 SPOUSE'S TIN <div></div> - <div></div> - <div></div> - <div>00000</div>		▶14 SPOUSE'S FULL NAME <div></div>	
SPOUSE'S EMPLOYER' INFORMATION (If employed)		▶15 SPOUSE EMPLOYER'S TIN <div></div> - <div></div> - <div></div> - <div></div>		▶16 SPOUSE EMPLOYER'S REGISTERED NAME <div></div>	
TAXPAYER EMPLOYER'S INFORMATION (If employed)		▶17 EMPLOYER'S TIN <div></div> - <div></div> - <div></div> - <div></div>		▶18 EMPLOYER'S REGISTERED NAME <div></div>	

AUTHORIZED REPRESENTATIVE / CONTACT PERSON (For Non-individual)					
AUTHORIZED REPRESENTATIVE OR CONTACT PERSON INFORMATION		▶19 TIN <div></div> - <div></div> - <div></div> - <div>00000</div>		▶20 POSITION/TITLE <div></div>	
▶21 FULL NAME <div></div>					

DECLARATION		Stamp of BIR Receiving Office and Date of Receipt
<p>I declare, under the penalties of perjury, that this application has been made in good faith, verified by me and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the *Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.</p>		
▶22 SIGNATURE OVER PRINTED NAME <div>TAXPAYER/AUTHORIZED REPRESENTATIVE</div>		▶23 DATE <div></div>

You may submit this sheet via email to the Revenue District Office (RDO) where you are registered. For individuals, sender via email application should match with item 4 above if not transacting with a representative. You may scan the QR Code for the contact information and email address of the RDOs.



CHECKLIST OF REQUIREMENTS (scanned or photocopy)
Government ID of the taxpayer, if individual;
or Birth Certificate;
Marriage Certificate;
If transacting through a representative:
SPA or Board Resolution/Secretary's Certificate; and
Government ID of the signatory and representative.