## Registration Update Sheet For Account Enrollment in Online Registration and Update System For Updating of Records Required in Taxpayer Registration System



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

PITIN Branch Code P2 RDO CODE P3 BIRTH/INCORPORATION DATE MM/DD/YYY  P3 BIRTH/INCORPORATION DATE MM/DD/YYY  P4 TAXPAYER'S DESIGNATED OFFICIAL EMAIL ADDRESS P5 MOBILE OR TELEPHONE NO.  CONTACT INFORMATION 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 taxpayer's official email address. This shall be used in serving BiR orders, notices, letters and other processes/communications to the taxpayers and other processes/communications to the taxpayers. The designated e-mail address shall be the official e-mail address shall be the official e-mail address shall be the official e-mail address of the ambridge representative or tax agreementative to tax appresentative to tax appres	TAXPAYER INFORMATION		
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DECLARATION			
I declare, under the penalties of perjury, that this application has been made in good faith, verified  Stamp of BIR Receiving Office			
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.			
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TAXPAYER/AUTHORIZED REPRESENTATIVE  You may submit this sheet via email to the Povenue SCAN ME CHECKLIST OF PEOLIDEMENTS (scanned or photocopy)			

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.