STEPS IN CREATING THE DATA FILE:

I. Using Microsoft Excel to Create The File

a) File must contain three (3) portions**: HEADERS, DETAILS, CONTROLS**. The first row must contain the **HEADERS.** (Please see the **HEADERS** portion of Technical Annex "A")

b) The succeeding rows, the number of which depends upon the number of payees/employees, should contain **DETAILS**. (If you have fifty (50) payees/employees for a particular schedule, there should be fifty (50) DETAILS lines). Follow the format outlined in the **DETAILS** portion for the applicable form/schedule of Technical Annex "A".

c) The last row should contain the **CONTROLS**. Please refer to the **CONTROLS** portion of the applicable form/schedule in Technical Annex "A".

d) Do not use header column names.

e) Follow the column sequence and the specified field format.

f) All information must **not** contain any special characters (commas, apostrophes, quotes, colons and periods). Periods can only be used in amount fields when serving as decimal points.

g) All amounts must **not** contain commas or special characters except decimal point for the centavos. The amount "P 123,456,789.12" should be encoded as 123456789.12. If the amount field pertains to a null or a blank value, encode the value as zero, as in "0", i.e., zero when blank.

h) The following information should be formatted with leading zeros (0), if necessary:

Example: If Branch Code is 1, it should appear as **0001** (**not as 1**)
If Return Period is December 31, 2000, it should appear as **12/31/2008** (**not as 12/31/08**)

i) Save the filename as a Comma Separated Value file (**99999999.CSV, where 99999999 is the first eight (8) digits of the Withholding Agent's TIN**) and *not* as an EXCEL file (99999999.xls)

j) Close the Excel session and open 99999999.csv using **NotePad** or **WordPad**. Save 99999999.csv as **99999999.*s99*, where 99999999 is the first eight (8) digits of the Withholding Agent's TIN, and *s99* is replaced using the following convention:**

s3	Schedule 3, Form 1604E
s4	Schedule 4, Form 1604E
s5	Schedule 5, Form 1604CF
s6	Schedule 6, Form 1604CF
s71	Schedule 7.1, Form 1604CF
s72	Schedule 7.2, Form 1604CF
s73	Schedule 7.3, Form 1604CF
s74	Schedule 7.4, Form 1604CF
s75	Schedule 7.5, Form 1604CF

II. Using Other Formats to Create the File

a) Follow steps **a-h** of Part I.

b) Separate each column with a comma.

c) Save the file as **99999999.s99, where 99999999 is the first eight (8) digits of the Withholding Agent's TIN, and s99 is replaced using the following convention:**

s3	Schedule 3, Form 1604E
s4	Schedule 4, Form 1604E
s5	Schedule 5, Form 1604CF
s6	Schedule 6, Form 1604CF
s71	Schedule 7.1, Form 1604CF
s72	Schedule 7.2, Form 1604CF
s73	Schedule 7.3, Form 1604CF
s74	Schedule 7.4, Form 1604CF
s75	Schedule 7.5, Form 1604CF

III. Diskette Labelling and Submission

a) Use a sticker label when labelling the outside part of the CD/diskette. Indicate the Form Type Code, Schedule Number, Return Period, TIN, Registered Name and Branch Code of the Withholding Agent.

b) Each CD/diskette may contain several files as may be accommodated in the CD/diskette, provided that the file-naming standard outlined in **I-j** and **II-c** is strictly followed.

c) CDs/Diskettes submitted should be accompanied by a duly accomplished Information Return and Transmittal Form (Annex "C").

1604CF (July 2008 ENCS)
ANNUAL INFORMATION RETURN OF INCOME TAX
WITHHELD ON COMPENSATION AND FINAL WITHHOLDING TAXES

NOTE: *Shaded areas contain <u>ACTUAL VALUES</u>.*

Header:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	FTYPE_CODE	TEXT	7	**H1604E or H1604CF**	Form type code
2.	TIN	TEXT	9	999999999	Employer's TIN
3.	BRANCH_CODE	TEXT	4	9999	Employer's Branch Code
4.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period

SCHEDULE 5
Alphabetical List of Payees subject to Final Withholding Tax (Reported under Form 2306)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D5**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	SEQ_NUM	NUMBER	6	999999	Sequence Number
7.	TIN	TEXT	9	999999999	Payee's TIN
8.	BRANCH_CODE	TEXT	4	9999	Payee's Branch Code
9.	REGISTERED_NAME	TEXT	50	X(50)	Payee's Registered Name
10.	LAST_NAME	TEXT	30	X(30)	Payee's Last Name
11.	FIRST_NAME	TEXT	30	X(30)	Payee's First Name
12.	MIDDLE_NAME	TEXT	30	X(30)	Payee's Middle Name
13.	STATUS_CODE	TEXT	1	X	Status Code
14.	ATC_CODE	TEXT	5	X(5)	ATC Code
15.	INCOME_PYMT	NUMBER	14	9(11).99	Amount of Income Payment
16.	TAX_RATE	NUMBER	5	9(2).99	Rate of Tax
17.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Amount of Tax Withheld

Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**C5**	Schedule Number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	INCOME_PYMT	NUMBER	14	9(11).99	Amount of Income Payment
7.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Amount of Tax Withheld

Form 1604CF Schedule 6:
Alphalist of Employees Other Than Rank and File who were given Fringe Benefits During the Year (Reported under Form 2306)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D6**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	SEQ_NUM	NUMBER	6	999999	Sequence Number
7.	TIN	TEXT	9	999999999	Payee's TIN
8.	BRANCH_CODE	TEXT	4	9999	Payee's Branch Code
9.	LAST_NAME	TEXT	30	X(30)	Payee's Last Name
10.	FIRST_NAME	TEXT	30	X(30)	Payee's First Name
11.	MIDDLE_NAME	TEXT	30	X(30)	Payee's Middle Name
12.	ATC_CODE	TEXT	5	X(5)	ATC Code
13.	FRINGE_BENEFIT_AMT	NUMBER	14	9(11).99	Amount of Fringe Benefit
14.	GROSS_MONETARY	NUMBER	14	9(11).99	Grossed-up Monetary Value
15.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Amount of Tax Withheld

Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**C6**	Schedule Number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	FRINGE_BENEFIT_AMT	NUMBER	14	9(11).99	Total Amount of Fringe Benefit
7.	GROSS_MONETARY	NUMBER	14	9(11).99	Total Grossed-up Monetary Value
8.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Amount of Tax Withheld

Form 1604CF - Schedule 7.1
Alphalist of Employees Terminated before December 31 (Reported under Form 2316, July 2008 ENCS)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D7.1**	Schedule Number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	SEQ_NUM	NUMBER	6	999999	Sequence Number
7.	TIN	TEXT	9	999999999	Employee's TIN
8.	BRANCH_CODE	TEXT	4	9999	Employee's Branch Code
9.	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
10.	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
11.	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle Name
12.	EMPLOYMENT_FROM	DATE	10	MM/DD/YYYY	Employment From
13.	EMPLOYMENT_TO	DATE	10	MM/DD/YYYY	Employment To
14.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income
15.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	13th month pay and other benefits (non-taxable)
16.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits
17.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	SSS, GSIS, PHIC, PAGIBIG and Union Dues
18.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Non-taxable Salaries and other Compensation
19.	TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
20.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable Basic Salary
21.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits
22.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable Salaries and other Compensation
23.	TOTAL_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable Compensation Income
24.	EXMPN_CODE	TEXT	2	X(2)	Exemption Code
25.	EXMPN_AMT	NUMBER	14	9(11).99	Amount of Exemption
26.	PREMIUM_PAID	NUMBER	14	9(11).99	Premium paid on Health and Hospital insurance
27.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
28.	TAX_DUE	NUMBER	14	9(11).99	Tax Due
29.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Tax Withheld
30.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Tax Withheld in December
31.	OVER_WTHLD	NUMBER	14	9(11).99	Overwithheld tax refunded to employee
32.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual amount withheld
33.	SUBS_FILING	TEXT	1	X	Substituted Filing? Yes/No

Form 1604CF - Schedule 7.1
Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**C7.1**	Schedule Number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Gross Compensation Income
7.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total 13th month pay and other benefits (non-taxable)
8.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Total Nontaxable De Minimis Benefits
9.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total SSS, GSIS, PHIC, PAGIBIG and Union Dues
10.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Non-taxable Salaries and other Compensation
11.	TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
12.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Total Taxable Basic Salary
13.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Total Taxable 13th month pay and other benefits
14.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable Salaries and other Compensation
15.	TOTAL_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable Compensation Income
16.	EXMPN_AMT	NUMBER	14	9(11).99	Total Amount of Exemption
17.	PREMIUM_PAID	NUMBER	14	9(11).99	Total Premium paid on Health and Hospital insurance
18.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Net Taxable Compensation Income
19.	TAX_DUE	NUMBER	14	9(11).99	Total Tax Due
20.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Total Tax Withheld
21.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Total Tax Withheld in December
22.	OVER_WTHLD	NUMBER	14	9(11).99	Total Overwithheld tax refunded to employee
23.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual amount withheld

Form 1604CF - Schedule 7.2
Alphalist of Employess whose Compensation Income are Exempt from Withholding Tax but subject to Income Tax (Reported under Form 2316, July 2008 ENCS)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D7.2**	Schedule Number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	SEQ_NUM	NUMBER	6	999999	Sequence Number
7.	TIN	TEXT	9	999999999	Employee's TIN
8.	BRANCH_CODE	TEXT	4	9999	Employee's Branch Code
9.	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
10.	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
11.	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle name
12.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income
13.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Nontaxable 13th month pay and other benefits
14.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits
15.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Nontaxable SSS,GSIS, PAGIBIG and Union Dues
16.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Nontaxable Salaries and other Compensation
17.	TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
18.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable Basic Salary
19.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable Salaries and other Compensation
20.	EXMPN_CODE	TEXT	2	X(2)	Exemption Code
21.	EXMPN_AMT	NUMBER	14	9(11).99	Amount of Exemption
22.	PREMIUM_PAID	NUMBER	14	9(11).99	Premium paid on Health and other Hospital Insurance
23.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
24.	TAX_DUE	NUMBER	14	9(11).99	Tax Due

Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**C7.2**	Schedule Number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Gross Compensation Income
7.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Nontaxable 13th month pay and other benefits
8.	PRES_NONTAX_DE_MINIMI	NUMBER	14	9(11).99	Total Nontaxable De

	S				Minimis Benefits
9.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total Nontaxable SSS, GSIS, PAGIBIG and Union Dues
10.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total nontaxable Salaries and other Compensation
11.	TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
12.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Total Taxable Basic Salary
13.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable Salaries and other compensation
14.	EXMPN_AMT	NUMBER	14	9(11).99	Total Amount of exemption
15.	PREMIUM_PAID	NUMBER	14	9(11).99	Total Premium paid on Health and other Hospital Insurance
16.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Net Taxable Compensation Income
17.	TAX_DUE	NUMBER	14	9(11).99	Total Tax Due

Form 1604CF - Schedule 7.3:

Alphalist of Employees as of December 31 with no Previous Employers (Reported under BIR Form 2316, July 2008 ENCS)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D7.3**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period
6.	SEQ_NUM	NUMBER	6	999999	Sequence number
7.	TIN	TEXT	9	999999999	Employee's TIN
8.	BRANCH_CODE	TEXT	4	9999	Employee's Branch code
9.	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
10.	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
11.	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle name
12.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income
13.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Nontaxable 13th month pay and other benefits
14.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits
15.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Nontaxable SSS, GSIS, PAGIBIG and Union Dues
16.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Nontaxable Salaries and other Compensation
17.	TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
18.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable Basic Salary
19.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits
20.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable Salaries and other Compensation
21.	TOTAL_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable Compensation Income
22.	EXMPN_CODE	TEXT	2	X(2)	Exemption Code
23.	EXMPN_AMT	NUMBER	14	9(11).99	Amount of Exemption
24.	PREMIUM_PAID	NUMBER	14	9(11).99	Premium paid on Health and Hospital insurance
25.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
26.	TAX_DUE	NUMBER	14	9(11).99	Tax Due
27.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Tax Withheld
28.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Tax Withheld in December
29.	OVER_WTHLD	NUMBER	14	9(11).99	Overwithheld tax refunded to employee
30.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual amount withheld
31.	SUBS_FILING	TEXT	1	X(1)	Substituted Filing? Yes/No

Form 1604CF - Schedule 7.3:
Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D7.3**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form Type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Gross Compensation Income
7.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Nontaxable 13th month pay and other benefits
8.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Total Nontaxable De Minimis Benefits
9.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total Nontaxable SSS, GSIS, PAGIBIG and Union dues
10.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Nontaxable Salaries and other Compensation
11.	TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
12.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Total Taxable Basic Salary
13.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Total Taxable 13th month pay and other benefits
14.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable salaries and other compensation
15.	TOTAL_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable Compensation Income
16.	EXMPN_AMT	NUMBER	14	9(11).99	Total Amount of exemption
17.	PREMIUM_PAID	NUMBER	14	9(11).99	Total Premium paid on Health and hospital insurance
18.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Net Taxable Compensation Income
19.	TAX_DUE	NUMBER	14	9(11).99	Total Amount due
20.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount withheld
21.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Total amount withheld in December
22.	OVER_WTHLD	NUMBER	14	9(11).99	Total overwithheld tax refunded to employee
23.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total actual tax withheld

Form 1604CF – SCHEDULE 7.4
Alphalist of Employees as of December 31 with Previous Employers within the year (Reported under Form 2316, July 2008 ENCS)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D7.4**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's branch code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6.	SEQ_NUM	NUMBER	6	999999	Sequence Number
7.	TIN	TEXT	9	999999999	Employee's TIN
8.	BRANCH_CODE	TEXT	4	9999	Employee's Branch code
9.	LAST_NAME	TEXT	30	X(30)	Employee's last name
10.	FIRST_NAME	TEXT	30	X(30)	Employee's First name
11.	MIDDLE_NAME	TEXT	30	X(30)	Employee's middle name
12.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income
13.	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Nontaxable 13th month pay and other benefits from previous employer
14.	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits from previous employer
15.	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Nontaxable SSS, GSIS, PAGIBIG and Union dues from previous employer
16.	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	Nontaxable salaries and other compensation from previous employer
17.	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income from previous employer
18.	PREV_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable Basic Salary from previous employer
19.	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from previous employer
20.	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable salaries and other compensation from previous employer
21.	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable from Previous Employer
22.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Nontaxable 13th month pay and other benefits from present employer
23.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits
24.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Nontaxable SSS, GSIS, PAGIBIG and Union dues from present employer
25.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Nontaxable salaries and other compensation from present employer

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
26.	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income from present employer
27.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable Basic Salary from present employer
28.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from present employer
29.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable salaries and other compensation from present employer
30.	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Compensation Present
31.	TOTAL_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable(Previous & Present Employers)
32.	EXMPN_CODE	TEXT	2	X(2)	Exemption Code
33.	EXMPN_AMT	NUMBER	14	9(11).99	Amount of exemption
34.	PREMIUM_PAID	NUMBER	14	9(11).99	Premium paid on health and hospital insurance
35.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
36.	TAX_DUE	NUMBER	14	9(11).99	Amount due
37.	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Amount withheld by previous employer
38.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Amount withheld by present employer
39.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Amount withheld & paid in December
40.	OVER_WTHLD	NUMBER	14	9(11).99	Overwithheld tax refunded to employee
41.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual amount withheld

Form 1604CF – SCHEDULE 7.4
Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**C7.4**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income
7.	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Nontaxable 13th month pay and other benefits from previous employer
8.	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits
9.	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total Nontaxable SSS, GSIS, PAGIBIG and Union dues from previous employer
10.	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Nontaxable salaries and other compensation from previous employer
11.	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
12.	PREV_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable Basic Salary
13.	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Total Taxable 13th month pay and other benefits from previous employer
14.	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable salaries and other compensation from previous employer
15.	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable from Previous Employer
16.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Nontaxable 13th month pay and other benefits from present employer
17.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits
18.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total Nontaxable SSS, GSIS, PAGIBIG and Union dues from present employer
19.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Nontaxable salaries and other compensation from present employer
20.	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income from present employer
21.	PRES_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable Basic Salary
22.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from present employer
23.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable salaries and other compensation from

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
					present employer
24.	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Compensation Present
25.	TOTAL_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable(Previous & Present Employers)
26.	EXMPN_AMT	NUMBER	14	9(11).99	Total Amount of exemption
27.	PREMIUM_PAID	NUMBER	14	9(11).99	Total Premium paid on health and hospital insurance
28.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
29.	TAX_DUE	NUMBER	14	9(11).99	Total Amount due
30.	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount withheld by previous employer
31.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount withheld by present employer
32.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Total Amount withheld & paid in December
33.	OVER_WTHLD	NUMBER	14	9(11).99	Total Overwithheld tax refunded to employee
34.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual amount withheld

Form 1604CF – SCHEDULE 7.5
Alphalist of Minimum Wage Earners (Reported under Form 2316, July 2008 ENCS)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**D7.5**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's branch code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6.	SEQ_NUM	NUMBER	6	999999	Sequence Number
7.	TIN	TEXT	9	999999999	Employee's TIN
8.	BRANCH_CODE	TEXT	4	9999	Employee's Branch code
9.	LAST_NAME	TEXT	30	X(30)	Employee's last name
10.	FIRST_NAME	TEXT	30	X(30)	Employee's First name
11.	MIDDLE_NAME	TEXT	30	X(30)	Employee's middle name
12.	REGION_NUM	TEXT	4	9999	Region No. Where Assigned
13.	PREV_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income Previous
14.	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage
15.	PREV_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).99	Holiday Pay from previous employer
16.	PREV_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).99	Overtime Pay from previous employer
17.	PREV_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).99	Night Shift Differential from previous employer
18.	PREV_NONTAX_HAZARD_PAY	NUMBER	14	9(11).99	Hazard Pay from previous employer
19.	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Nontaxable 13th month pay and other benefits from previous employer
20.	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits from previous employer
21.	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Nontaxable SSS, GSIS, PAGIBIG and Union dues from previous employer
22.	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	NonTaxable salaries and other compensation from previous employer
23.	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
24.	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from previous employer
25.	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable salaries and other compensation from previous employer
26.	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable from previous employer
27.	EMPLOYMENT_FROM	DATE	10	MM/DD/YYYY	Present Employment From
28.	EMPLOYMENT_TO	DATE	10	MM/DD/YYYY	Present Employment To
29.	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Nontaxable Gross Compensation Income from

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
					present employer
30.	PRES_NONTAX_BASIC_SMW_DAY	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage Per Day
31.	PRES_NONTAX_BASIC_SMW_MONTH	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage Per Month
32.	PRES_NONTAX_BASIC_SMW_YEAR	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage Per Year
33.	FACTOR_USED	NUMBER	3	999	Factor Used (No. of Days/Year)
34.	PRES_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).99	Holiday Pay from present employer
35.	PRES_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).99	Overtime Pay from present employer
36.	PRES_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).99	Night Shift Differential from present employer
37.	PRES_NONTAX_HAZARD_PAY	NUMBER	14	9(11).99	Hazard Pay from present employer
38.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Nontaxable 13th month pay and other benefits from present employer
39.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits from present employer
40.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Nontaxable SSS, GSIS, PAGIBIG and Union dues from present employer
41.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Nontaxable Salaries and other Compensation
42.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from present employer
43.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable salaries and other compensation from present employer
44.	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Compensation Present
45.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Compensation Income (Previous & Present Employers)
46.	EXMPN_CODE	TEXT	2	X(2)	Exemption Code
47.	EXMPN_AMT	NUMBER	14	9(11).99	Amount of exemption
48.	PREMIUM_PAID	NUMBER	14	9(11).99	Premium paid on health and hospital insurance
49.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
50.	TAX_DUE	NUMBER	14	9(11).99	Amount Due
51.	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Amount withheld by previous employer
52.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Amount withheld by present employer
53.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Amount withheld and in December
54.	OVER_WTHLD	NUMBER	14	9(11).99	Over withheld tax refunded

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
					to employee
55.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual amount withheld

Form 1604CF – SCHEDULE 7.5
Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1.	SCHEDULE_NUM	TEXT	4	**C7.5**	Schedule number
2.	FTYPE_CODE	TEXT	6	**1604CF**	Form type
3.	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4.	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch code
5.	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6.	PREV_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income previous employer
7.	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage
8.	PREV_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).99	Holiday Pay from previous employer
9.	PREV_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).99	Overtime Pay from previous employer
10.	PREV_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).99	Night Shift Differential from previous employer
11.	PREV_NONTAX_HAZARD_PAY	NUMBER	14	9(11).99	Hazard Pay from previous employer
12.	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Nontaxable 13th month pay and other benefits from previous employer
13.	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Nontaxable De Minimis Benefits
14.	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Nontaxable SSS, GSIS, PAGIBIG and Union dues from previous employer
15.	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	NonTaxable salaries and other compensation from previous employer
16.	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable/Exempt Compensation Income
17.	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from previous employer
18.	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable salaries and other compensation from previous employer
19.	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable from previous employer
20.	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Nontaxable Gross Compensation Income from present employer
21.	PRES_NONTAX_BASIC_SMW_DAY	NUMBER	14	9(11).99	Total Basic/Statutory Minimum Wage Per Day
22.	PRES_NONTAX_BASIC_SMW_MONTH	NUMBER	14	9(11).99	Total Basic/Statutory Minimum Wage Per Month
23.	PRES_NONTAX_BASIC_SMW_YEAR	NUMBER	14	9(11).99	Total Basic/Statutory Minimum Wage Per Year
24.	PRES_NONTAX_HOLIDAY	NUMBER	14	9(11).99	Total Holiday Pay from

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
	_PAY				present employer
25.	PRES_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).99	Total Overtime Pay from present employer
26.	PRES_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).99	Total Night Shift Differential from present employer
27.	PREV_NONTAX_HAZARD_PAY	NUMBER	14	9(11).99	Total Hazard Pay from present employer
28.	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Nontaxable 13th month pay and other benefits from present employer
29.	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Total Nontaxable De Minimis Benefits
30.	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total Nontaxable SSS, GSIS, PAGIBIG and Union dues from present employer
31.	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Nontaxable Salaries and other Compensation
32.	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Total Taxable 13th month pay and other benefits from present employer
33.	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable salaries and other compensation from present employer
34.	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Compensation Present
35.	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Compensation Income (Previous & Present Employers)
36.	EXMPN_AMT	NUMBER	14	9(11).99	Total Amount of Exemption
37.	PREMIUM_PAID	NUMBER	14	9(11).99	Total Premium paid on health and hospital insurance
38.	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Net Taxable Compensation Income
39.	TAX_DUE	NUMBER	14	9(11).99	Total Amount Due
40.	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount withheld by previous employer
41.	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount withheld by present employer
42.	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Total Amount withheld & paid in December
43.	OVER_WTHLD	NUMBER	14	9(11).99	Total Over withheld tax refunded to employee
44.	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual amount withheld