**FILE STRUCTURE FOR
ANNUAL ALPHALIST OF PAYEES
Attachment to BIR Form No. 1604C**

Header:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	FTYPE_CODE	TEXT	6	H1604C or H1604F	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

1604C - SCHEDULE 1
Alphalist of Employees (Declared and Certified using BIR Form No. 2316)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D1	Schedule number
2	FTYPE_CODE	TEXT	5	1604C	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 number 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_13TH_MONTH	NUMBER	14	9(11).99	Non-Taxable 13th month pay and other benefits from previous employer
16	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Non-Taxable De Minimis Benefits from previous employer
17	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Non-Taxable SSS, GSIS, PAGIBIG and Union dues from previous employer
18	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	Non-Taxable Salaries and Other Compensation from previous employer
19	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable/Exempt Compensation Income
20	PREV_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable basic salary from previous employer
21	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from previous employer
22	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable Salaries and Other Compensation from previous employer
23	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable from previous employer
24	EMPLOYMENT_FROM	DATE	10	MM/DD/YYYY	Present Employment From
25	EMPLOYMENT_TO	DATE	10	MM/DD/YYYY	Present Employment To
26	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Non-Taxable Gross Compensation Income from present employer
27	NONTAX_BASIC_SAL	NUMBER	14	9(11).99	Non-Taxable basic salary from present employer
28	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Non-Taxable 13th Month pay and Other Benefits from present employer
29	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Non-Taxable De Minimis Benefits from present employer
30	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Non-Taxable SSS, GSIS, PAGIBIG and Union dues from present employer
31	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Non-Taxable Salaries and other Compensation from present employer
32	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable Compensation Income from present employer
33	TAX_BASIC_SAL	NUMBER	14	9(11).99	Taxable basic salary from present employer
34	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from present employer
35	PRES_TAXABLES_SALARIES	NUMBER	14	9(11).99	Total Taxable Salaries and Other Compensation from present employer
36	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Taxable Compensation Income from present employer
37	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable Compensation Income (Previous & Present Employers)
38	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
39	TAX_DUE	NUMBER	14	9(11).99	Amount of Tax Due
40	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Amount Withheld by Previous Employer
41	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Amount Withheld by Present Employer
42	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Amound Withheld and paid in December
43	OVER_WTHLD	NUMBER	14	9(11).99	Over Withheld Tax Refunded to employee
44	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld
45	NATIONALITY	TEXT	30	X(30)	Employee's Nationality
46	EMPLOYMENT_STATUS	TEXT	2	*refer to below LOVs (1) EMPLOYMENT STATUS	Current Employment Status
47	REASON_SEPARATION	TEXT	2	*refer to below LOVs (2) REASON SEPARATION	Reason of Separation

1604C - SCHEDULE 1
Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	C1	Schedule number
2	FTYPE_CODE	TEXT	5	1604C	Form type
3	TIM_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 from Previous Employer
7	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage from Previous Employer
8	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Non-Taxable 13th Month Pay and Other Benefits from Previous Employer
9	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Non-Taxable De Minimis Benefits from Previous Employer
10	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Previous Employer
11	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	Non-Taxable Salaries and Other Compensation Benefits from Previous Employer
12	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable/Exempt Compensation Income from Previous Employer
13	PREV_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Total Taxable Basic Salary from Previous Employer
14	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th Month Pay and Other Compensation Benefits from Previous Employer
15	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable Salaries and other Compensation Benefits from Previous Employer
16	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable Compensation Income from Previous Employer
17	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable Gross Compensation Income from Present Employer
18	NONTAX_BASIC_SAL	NUMBER	14	9(11).99	Total Non-Taxable Basic Salary from Present Employer
19	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Non-Taxable 13th Month Pay and Other Benefits from Present Employer
20	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Total Non-Taxable De Minimis Benefits from Present Employer
21	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Present Employer
22	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Non-Taxable Salaries and Other Compensation from Present Employer
23	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable/Exempt Compensation Income from Present Employer
24	TAX_BASIC_SAL	NUMBER	14	9(11).99	Total Taxable Basic Salary from Present Employer
25	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Total Taxable 13th Month Pay and Other Benefits from Present Employer
26	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable Salaries and Other Compensation Income from Present Employer
27	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Taxable Compensation Income from Present Employer
28	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Compensation Income (Previous and Present Employers)
29	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Net Taxable Compensation Income
30	TAX_DUE	NUMBER	14	9(11).99	Total Amount Due
31	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount Withheld by Previous Employer
32	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount Withheld by Present Employer
33	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Total Amount Withheld and paid in December
34	OVER_WTHLD	NUMBER	14	9(11).99	Total Over Withheld tax refunded to employee
35	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual Amount Withheld

NOTE: SHADED AREAS CONTAIN **ACTUAL VALUES**

1604C - SCHEDULE 2

Alphalist of Minimum Wage Earners (Declared and Certified using BIR Form No. 2316)

Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D2	Schedule number
2	FTYPE_CODE	TEXT	5	1604C	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 number where assigned
13	PREV_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).00	Gross Compensation Income from Previous Employer
14	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage from Previous Employer
15	PREV_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Holiday Pay from Previous Employer
16	PREV_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Overtime Pay from Previous Employer
17	PREV_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Night Shift Differential from Previous Employer
18	PREV_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Hazard Pay from Previous Employer
19	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Non-Taxable 13th Month and Other Benefits from Previous Employer
20	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Non-Taxable De Minimis Benefits from Previous Employer
21	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Previous Employer
22	PREV_NONTAX_SALARIES	NUMBER	14	9(11).00	Non-Taxable Salaries and Other Compensation from Previous Employer
23	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Previous Employer
24	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Taxable 13th Month Pay and Other Benefits from Previous Employer
25	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).00	Taxable Salaries and Other Compensation from Previous Employer
26	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).00	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).00	Non-Taxable Gross Compensation Income from Present Employer
30	PRES_NONTAX_BASIC_SMW_DAY	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage Per Day from Present Employer
31	PRES_NONTAX_BASIC_SMW_MONTH	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage Per Month from Present Employer
32	PRES_NONTAX_BASIC_SMW_YEAR	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage Per YEar from Present Employer
33	FACTOR_USED	NUMBER	3	999	Factor Used (No. of Days/Year)
34	PRES_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Holiday Pay from Present Employer
35	PRES_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Overtime Pay from Present Employer
36	PRES_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Night Shift Differential from Present Employer
37	PRES_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Hazard Pay from Present Employer
38	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Total Non-Taxable 13th Month Pay and Other Benefits from Present Employer
39	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Non-Taxable De Minimis Benefits from Present Employer
40	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Non-Taxable SSS, GSIS, PAGIBIG and Union dues from Present Employer
41	PRES_NONTAX_SALARIES	NUMBER	14	9(11).00	Total Non-Taxable Salaries and Other Compensation from Present Employer
42	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Present Employer
43	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Taxable 13th Month Pay and Other Benefits from Present Employer
44	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).00	Total Taxable Salaries and Other Compensation from Present Employer
45	PRES_TOTAL_COMP	NUMBER	14	9(11).00	Total Compensation from Present Employer
46	GROSS_COMP_INCOME	NUMBER	14	9(11).00	Total Compensation Income (Previous and Present Employer)
47	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).00	Net Taxable Compensation Income
48	TAX_DUE	NUMBER	14	9(11).00	Amount of Tax Due
49	PREV_TAX_WTHLD	NUMBER	14	9(11).00	Amount Withheld by Previous Employer
50	PRES_TAX_WTHLD	NUMBER	14	9(11).00	Amount Withheld by Present Employer
51	AMT_WTHLD_DEC	NUMBER	14	9(11).00	Amount Withheld and in December
52	OVER_WTHLD	NUMBER	14	9(11).00	Over Withheld Tax Refunded Employee
53	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).00	Actual Amount Withheld
54	NATIONALITY	TEXT	30	X(30)	Employee's Nationality
55	EMPLOYMENT_STATUS	TEXT	2	*refer to below LOVs (1) EMPLOYMENT STATUS	Current Employment Status
56	REASON_SEPARATION	TEXT	2	*refer to below LOVs (2) REASON SEPARATION	Reason of Separation

1604C - SCHEDULE 2

Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	C2	Schedule number
2	FTYPE_CODE	TEXT	5	1604C	Form type
3	TIM_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).00	Gross Compensation Income from Previous Employer
7	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage from Previous Employer
8	PREV_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Holiday Pay from Previous Employer
9	PREV_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Overtime Pay from Previous Employer
10	PREV_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Night Shift Differential from Previous Employer
11	PREV_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Hazard Pay from Previous Employer
12	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Non-Taxable 13th Month Pay and Other Benefits from Previous Employer
13	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Non-Taxable De Minimis Benefit from Previous Employer
14	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Previous Employer
15	PREV_NONTAX_SALARIES	NUMBER	14	9(11).00	Non-Taxable Salaries and Other Compensation from Previous Employer
16	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Previous Employer
17	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Taxable 13th Month Pay and Other Benefits from Previous Employer
18	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).00	Taxable Salaries and Other Compensation From Previous Employer
19	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).00	Total Taxable from Previous Employer
20	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable Gross Compensation Income from Present Employer
21	PRES_NONTAX_BASIC_SMW_DAY	NUMBER	14	9(11).00	Total Basic/Statutory Minimum Wage Per Day from Present Employer
22	PRES_NONTAX_BASIC_SMW_MONTH	NUMBER	14	9(11).00	Total Basic/Statutory Minimum Wage Per Month from Present Employer
23	PRES_NONTAX_BASIC_SMW_YEAR	NUMBER	14	9(11).00	Total Basic/Statutory Minimum Wage Per Year from Present Employer
24	PRES_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Total Holiday Pay from Present Employer
25	PRES_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Total Overtime Pay from Present Employer
26	PRES_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Total Night Shift Differential from Present Employer
27	PRES_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Total Hazard Pay from Present Employer
28	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Total Non-Taxable 13th Month Pay and Other Benefits from Present Employer
29	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Total Non-Taxable De Minimis Benefits from Present Employer
30	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Total Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Present Employer
31	PRES_NONTAX_SALARIES	NUMBER	14	9(11).00	Total Non-Taxable Salaries and Other Compensation from Present Employer
32	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Present Employer
33	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Total Taxable 13th Month Pay and Other Benefits from Present Employer
34	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).00	Total Taxable Salaries and Other Compensation from Present Employer
35	PRES_TOTAL_COMP	NUMBER	14	9(11).00	Total Compensation from Present Employer
36	GROSS_COMP_INCOME	NUMBER	14	9(11).00	Total Compensation Income (Previous and Present Employer)
37	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).00	Total Net Taxable Compensation Income
38	TAX_DUE	NUMBER	14	9(11).00	Total Amount of Tax Due
39	PREV_TAX_WTHLD	NUMBER	14	9(11).00	Total Amount Withheld by Previous Employer
40	PRES_TAX_WTHLD	NUMBER	14	9(11).00	Total Amount Withheld by Present Employer
41	AMT_WTHLD_DEC	NUMBER	14	9(11).00	Total Amount Withheld and Paid in December
42	OVER_WTHLD	NUMBER	14	9(11).00	Total Over Withheld Tax Refunded to Employee
43	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).00	Total Actual Amount Withheld

NOTE: SHADED AREAS CONTAIN **ACTUAL VALUES**