Bureau of Internal Revenue

Job Aid for Taxpayers

for the

Use of the eBIRForms Package

Contact Center: (02)981-8888
BIR Website: www.bir.gov.ph

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1. Project Overview

1.1. Project Background

In support of the Bureau of Internal Revenue's goal to achieve electronic filing of all taxpayers to capture tax returns data, improve efficiency and provide accurate statistical reports, the Indra and Philcox Joint Venture (JV) is implementing the Solution for the Use of eBIRForms for Filing Tax Returns.

BIR's directions are to:

- Improve filing efficiency
- Increase channels to taxpayers
- Maximize the use of new technologies
- Capture data from third party solutions
- Capture more returns data online and offline
- Increase tax return data capture
- Improve accuracy in statistical reporting
- REACH EVEN THOSE WITH LIMITED INTERNET CAPABILITY

1.2. What is the eBIRForms Project?

The eBIRForms project aims to develop a filing infrastructure to provide electronic submission channels to all taxpayers (non-eFPS users) that are accessible and convenient. It will make tax preparation easier through automatic computations and validation features, lessening human error.

The eBIRForms aims to increase the electronic capture of data, lessening manual encoding for BIR, and increasing accuracy in statistical reporting.

2. Definition of Terms and Acronyms

2.1. Definition of Terms

Term	Definition
Offline	Activity is accomplished while individual is not connected to the internet
Online	Activity is accomplished while individual is connected to the internet
Manual filing	Taxpayer fills up form offline, prints it and submits form to AAB, RDO/ RCO
Electronic filing (in reference to the use of the eBIRForms)	Taxpayer fills up the forms using the downloadable eBIRForms (offline) package.
Manual payment	Taxpayer or tax agent physically hands over payment to AAB or RCO
Electronic payment	Taxpayer or tax agent enrolls in a payment system, and directly uses the system for payment online

2.2. Acronyms

Term	Definition
AAB	Accredited Agent Bank
ATM	Automated Teller Machine
eBIRForms	Electronic Bureau of Internal Revenue Forms
eFPS	Electronic Filing and Payment System
ESM	Efficient Service Machine
OTC	Over-the-Counter
PDF	Portable Document Format
RCO	Revenue Collection Officer
RDO	Revenue District Office

3. Summary of Tax Filing and Payment Scenarios
Implementation Date: October 16, 2012

The eBIRForms project focuses on providing additional **electronic** filing channels for taxpayers.

Below is a summary of all the tax filing and payment scenarios available to non-eFPS filers beginning October 16, 2012:

Legend:
MF: Manual Filing
EF: Electronic Filing
MP: Manual Payment
EP: Electronic Payment

Scenario	Filing		Payment
	Preparation	Submission	
1 (MF, MP)	**Offline through:** 1. Pre-printed form 2. Printed downloadable PDF/Excel form/eBIRForms	1. Offline to AABs 2. Offline to RDO/RCO	**Manual** 1. AABs 2. RDO/RCO
2 (EF, MP)	**Offline through:** 1. Downloadable eBIRForms Package	1. Offline to AABs 2. Offline to RDO/RCO	**Manual** 1. AABs 2. RDO/RCO
3 (EF, EP)	**Offline through:** 1. Downloadable eBIRForms Package	1. Offline to RDO/RCO	**Electronic** 1. G-Cash
4 (MF, EP)	**Offline through:** 1. Pre-printed form 2. Printed downloadable PDF/Excel form/eBIRForms	1. Offline to RDO/RCO	**Electronic** 1. G-Cash

4. Features of eBIRForms

4.1. What are the eBIRForms?

- Refers to the version of the BIR forms developed and maintained by the BIR for offline preparation of tax returns that allows taxpayers to insert data edit, save, and print. It responds to the inputs of the user and it has automatic computation and validation features.

4.2. What are the Features and Functionalities of the eBIRForms?

- **VALIDITY.** The eBIRForms will prompt the user for invalid inputs and for lack of information. Validations include:
  - Only one option should be selected
  - Date input should be in the MMDDYYYY format
  - Text field only accepts certain declared values
  - Input should have a specific data length
  - Required fields

- **RELIABILITY.** The eBIRForms have automatically generated fields with computations based on the existing BIR forms.

- **USABILITY.** Because of the auto-populated fields in the eBIRForms, the taxpayer needs to fill up fewer fields making tax filing easier and faster.

4.3. What are the Benefits of using the eBIRForms?

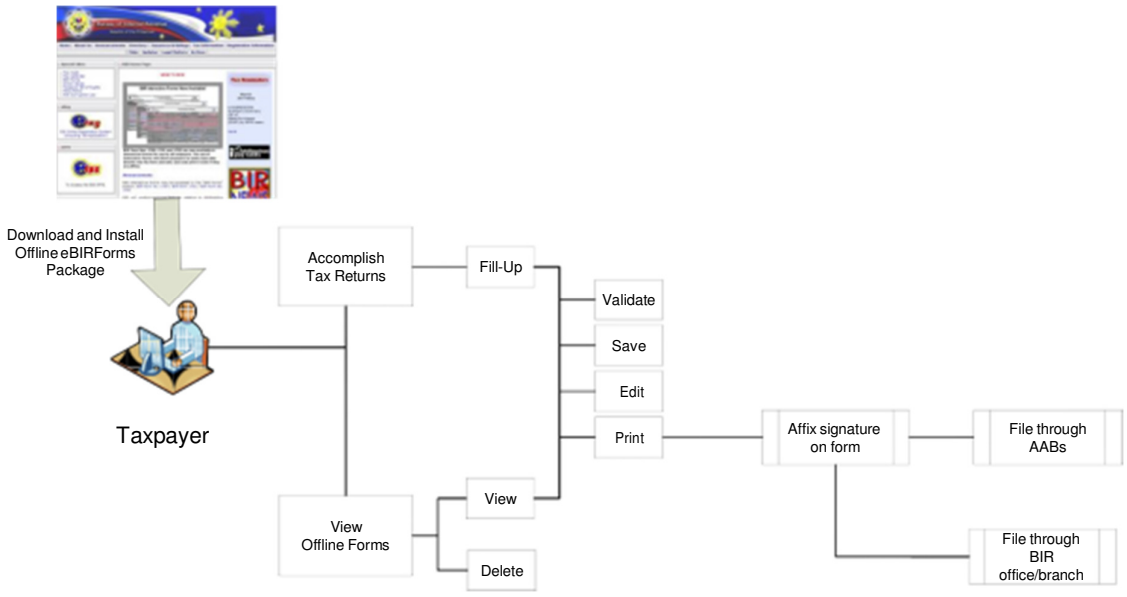
- Saves time because of automatic computations and auto-populated fields
- Easy to use
- Lessens human errors because of the validation feature
- Available even to those without consistent internet connection
- Captures taxpayer data

Note: The BIR Forms in the eBIRForms Package are <u>not</u> new forms. They are the existing BIR Forms in electronic format.

5. For Taxpayers: How to Use the eBIRForms Package

5.1. Introduction to the eBIRForms Package

5.1.1. System Overview



System Requirements:

- Supported Operating System: Windows Vista or Windows 7;
- Hard disk drive space needed: at least 70 MB free space;
- RAM memory needed: Runs best on 2GB or higher ActiveX components via Internet Explorer version 9 or 10;
- Java Run-time Environment version 1.7; and
- eBIRForms Package is best viewed in 1152 x 864 screen resolution.

5.1.2. System Modules

System Modules	Description
Accomplish Tax Returns Module	This module allows users to accomplish form/s even without internet connection. The forms validate user inputs. Likewise, mathematical computations are seamlessly provided to minimize time and erroneous computations in filling out forms. Users can also 'Validate', 'Save' and 'Print' their accomplished forms. Upon validation of the form, users can 'Edit' or save a 'Final Copy' of the accomplished forms.
View Offline Forms Module	This module allows users to view all the existing offline forms that the user created/modified. Users can also 'Validate', 'Save' and 'Print' their

	accomplished forms. Upon validation of the form, users can 'Edit' or save a 'Final Copy' of the accomplished forms.

5.2. Tax Filing and Payment Process

Below is an overview of the tax filing and payment process using the eBIRForms Package:

PREPARATION
(Offline)

Fill up form using the eBIRForms Package

SUBMISSION

Proceed to AAB and present to teller the hard copies of the eBIRForms.

Proceed to RDO and submit the hard copies of the eBIRForms (with or without payment).

PAYMENT

Fill up deposit/payment slip.
AAB accepts payment and stamps **"received"** the hard copies of the eBIRForms and validates deposit/payment slip.

Pay through mobile phone via G-Cash
(for returns not exceeding P10,000).

NOTE:
No need to submit hard copy of eBIRForms. (RMO 20-2005)

Proceed to RCO or AAB. RCO/ AAB accepts payment and stamps "received" the hard copies of the eBIRForms.
RCO issues Revenue Official Receipt (ROR). (RMC 2-2012)
AAB validates deposit/payment slip.

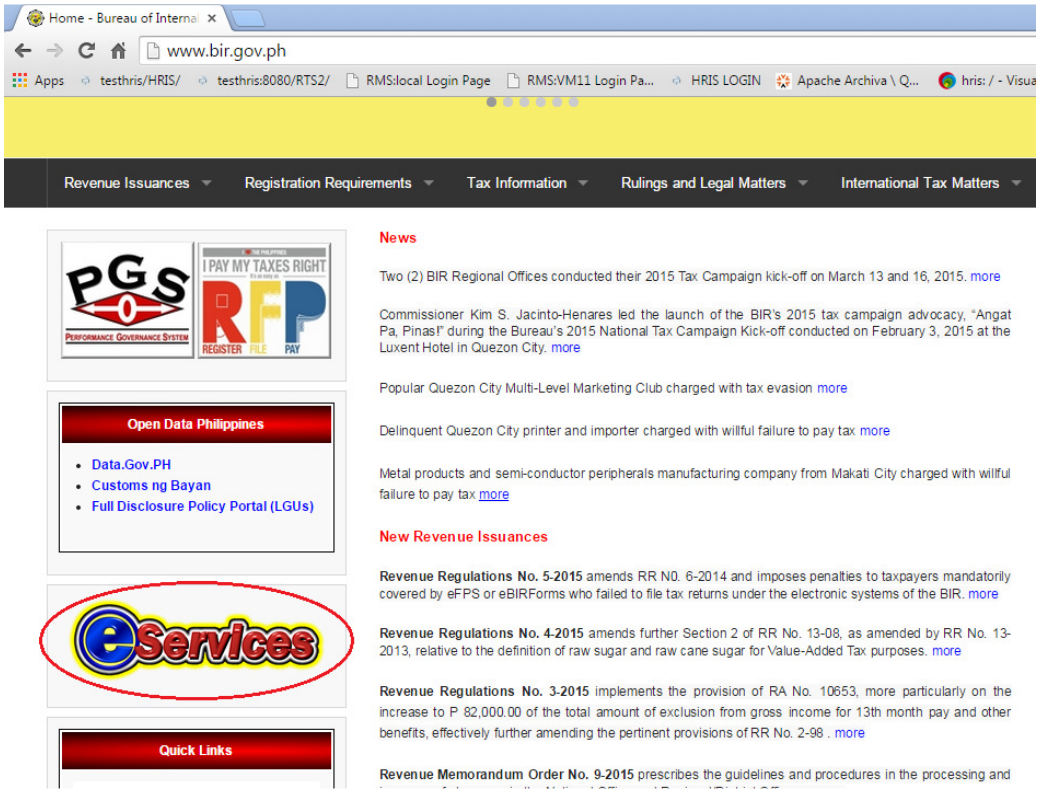
NOTE:
Taxpayer/Tax agent can also pay through mobile phone via G-Cash.

5.3. How to Download and Install the eBIRForms Package

Note: Screenshots are from Windows XP. The look of the screens may differ depending on the version of Windows that you are using.

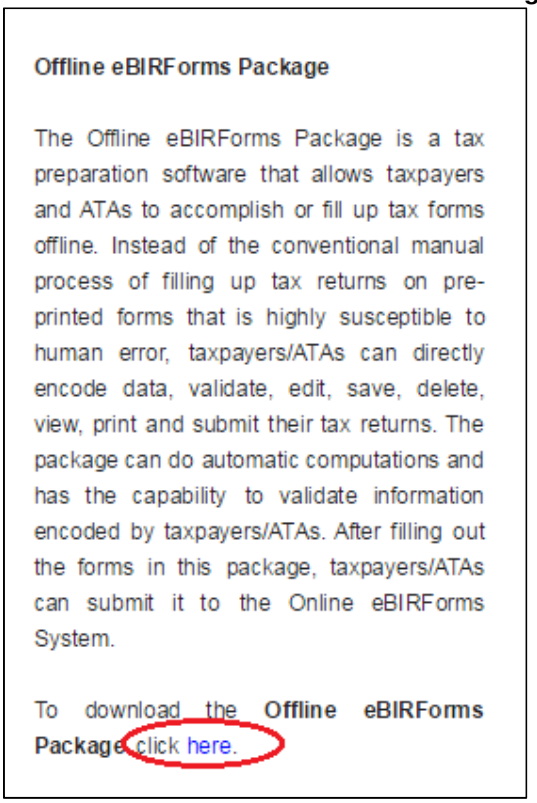
5.3.1. If you have internet access

1. Go to the BIR website at http://www.bir.gov.ph. Click on the **eServices** logo.

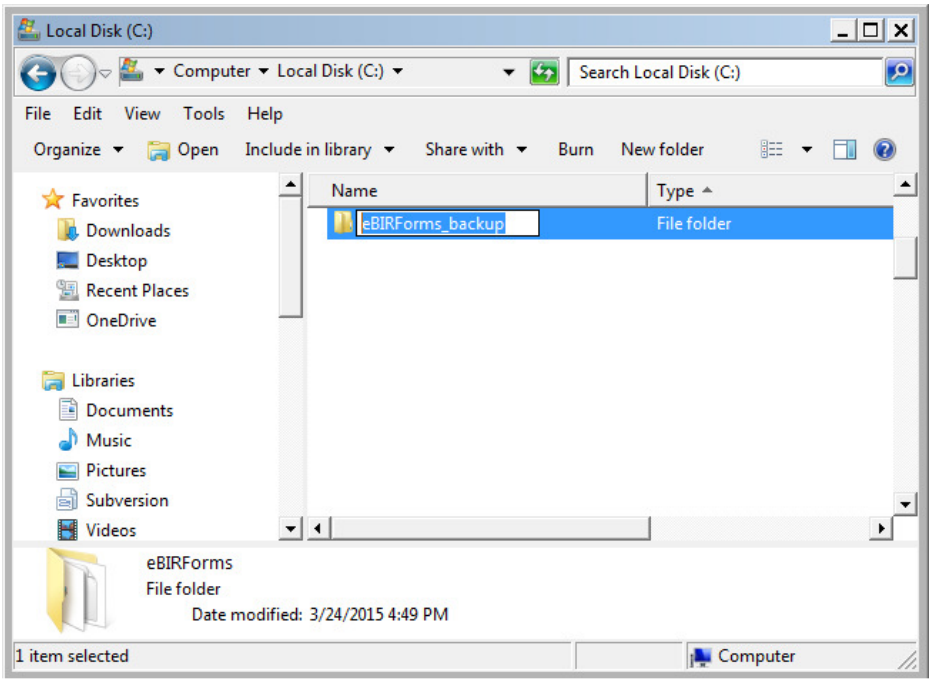


2. In the **eServices** page, click on the **eBIRForms** logo.

3. Click the link on the **Offline eBIRForms Package** to download the zipped file.



4. If there is an old version of Offline eBIRForms package installed in the computer, rename the existing eBIRForms folder.
   Example:
   BEFORE → C:\eBIRForms
   AFTER: → C:\eBIRForms backup



5. Unzip the contents of the zipped file.

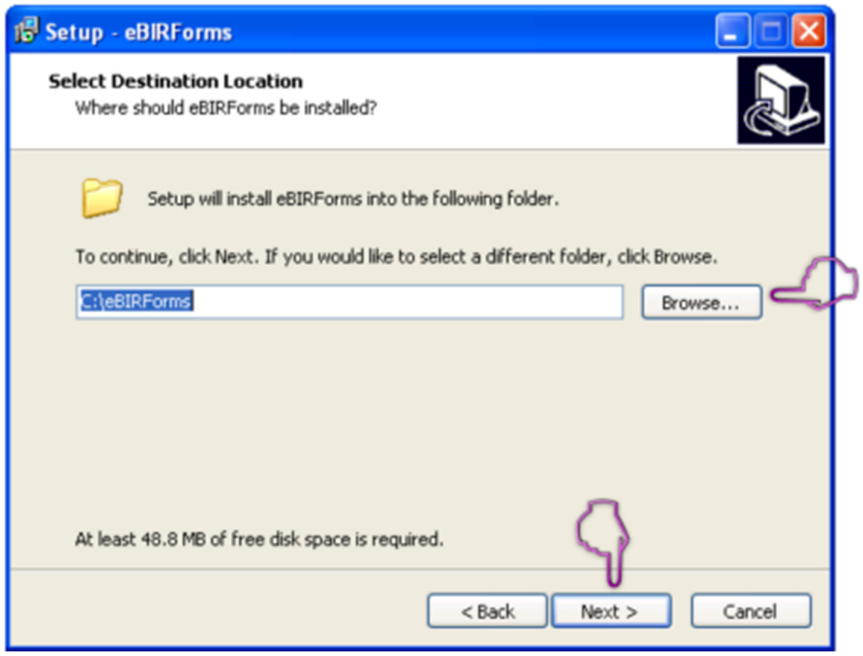
6. The zipped file contains the following files:
   a. Offline eBIRForms Package setup.exe
   b. Job Aid for Taxpayers - How to Use the eBIRForms Package.pdf

7. Click on the **Offline eBIRForms Package setup.exe** icon to start setup of the eBIRForms Package.

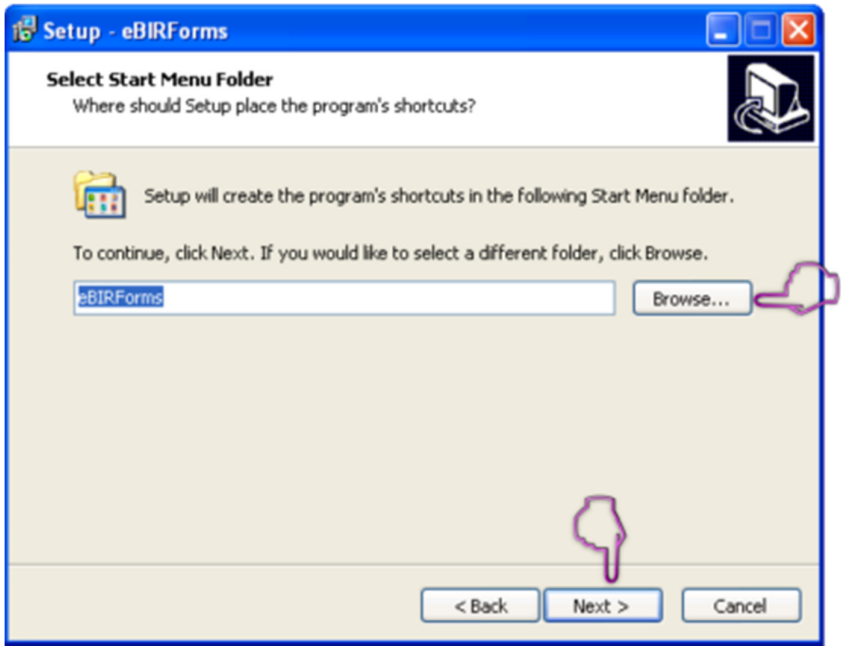
8. Click '**Yes**' in the User Account Control window that appears after clicking on the Offline eBIRForms Package setup.exe icon (applicable to operating system version higher that Windows XP).

9. Click '**Next.**'

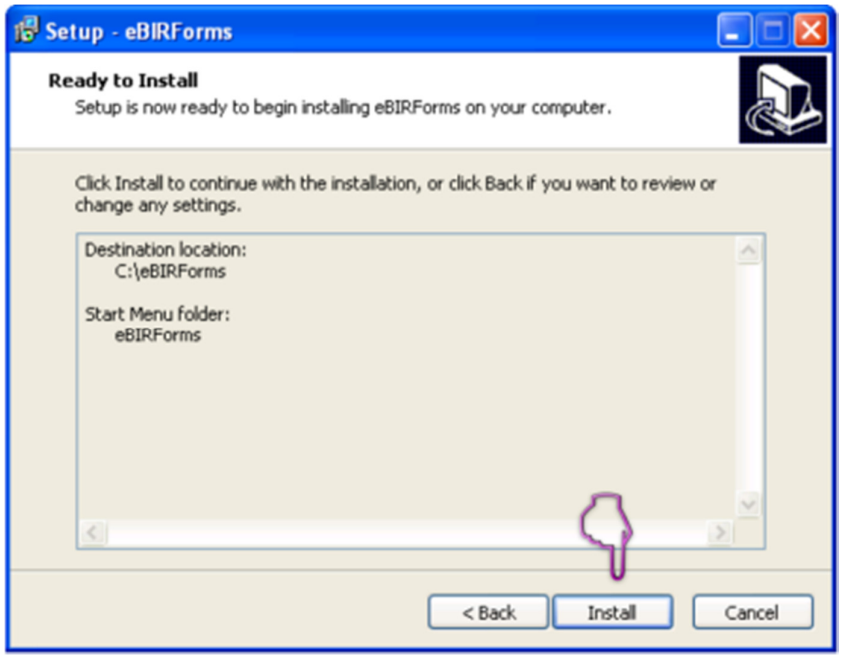
10. Click '**Browse**' to select the location folder for the eBIRForms Package (default is drive C). Then click 'Next.'



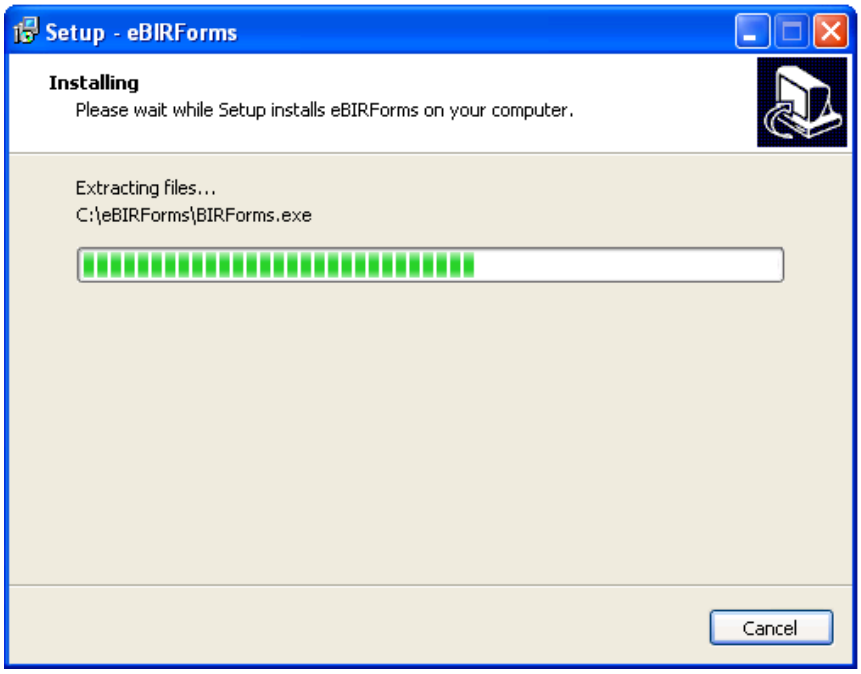
11. Click **'Browse'** to select the location of the eBIRForms Package shortcut (default is Start Menu folder). Then click **'Next.'**



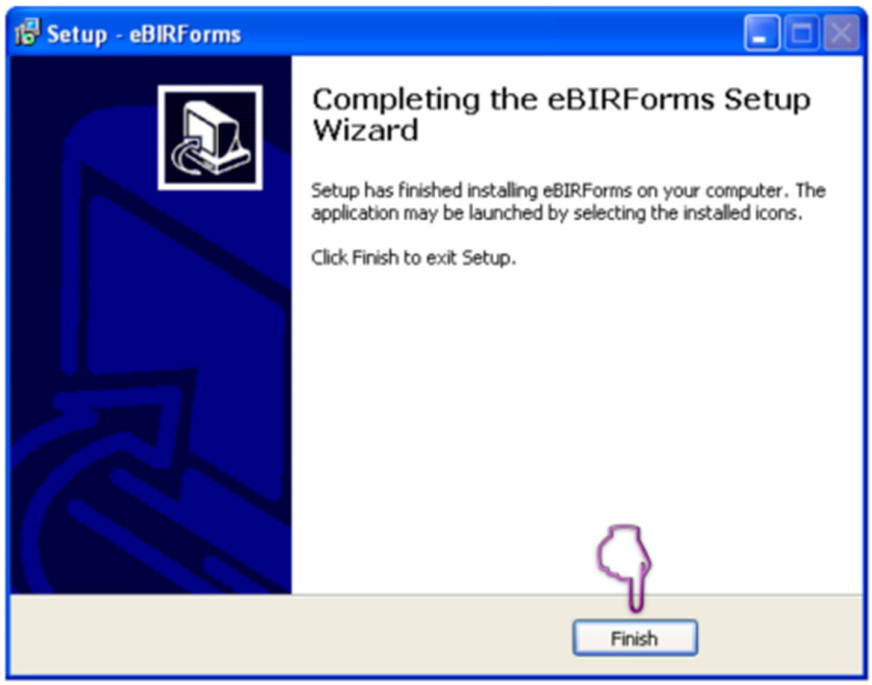
12. Click **'Install.'**



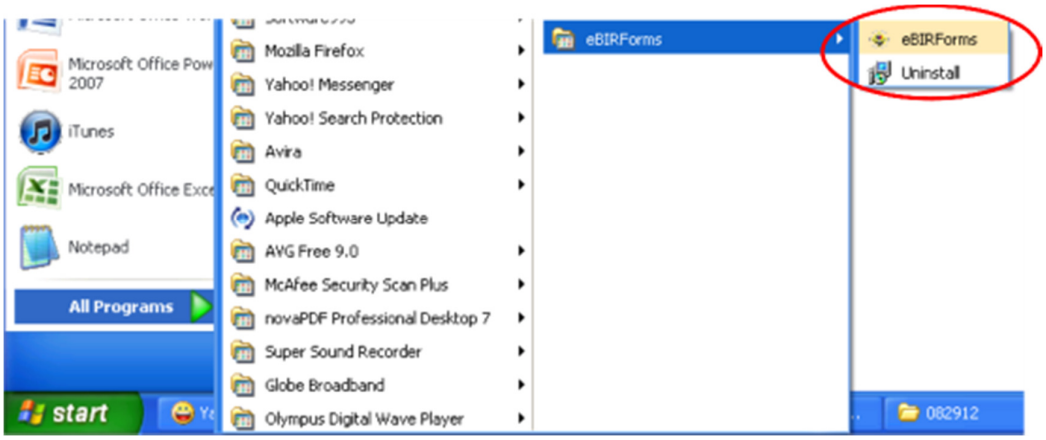
13. The following dialog box is displayed after clicking the 'Install' button.



14. Click **'Finish'** to complete the installation.



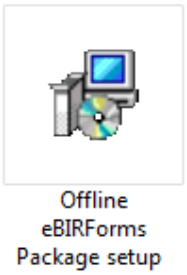
15. After successful installation, notice that the 'eBIRForms' as well as the 'Uninstall' icons are now displayed in Windows Start Menu (assuming that this is the location you chose for the program shortcut).



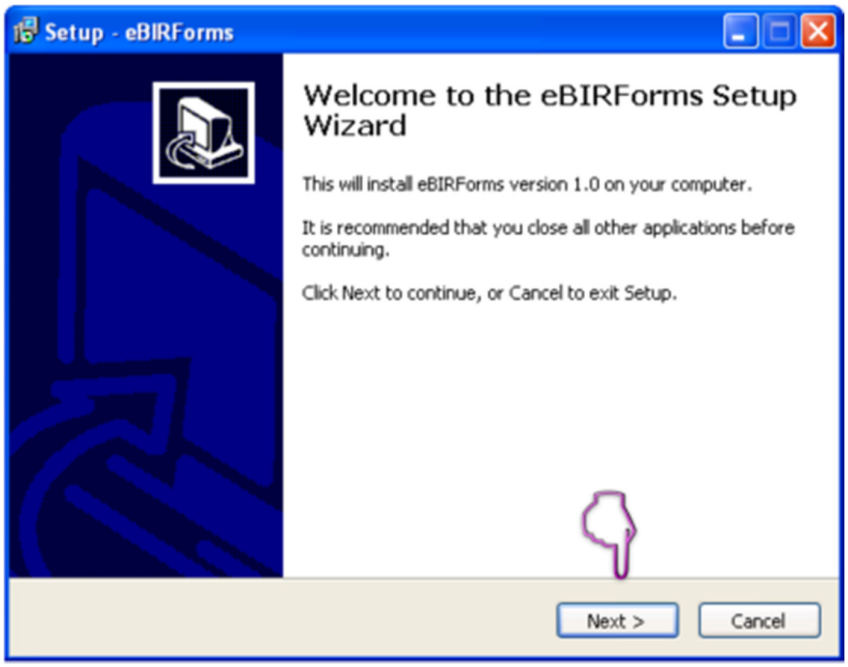
5.3.2. If you do not have internet access

1. Go to a BIR e-lounge and bring a USB flash drive.

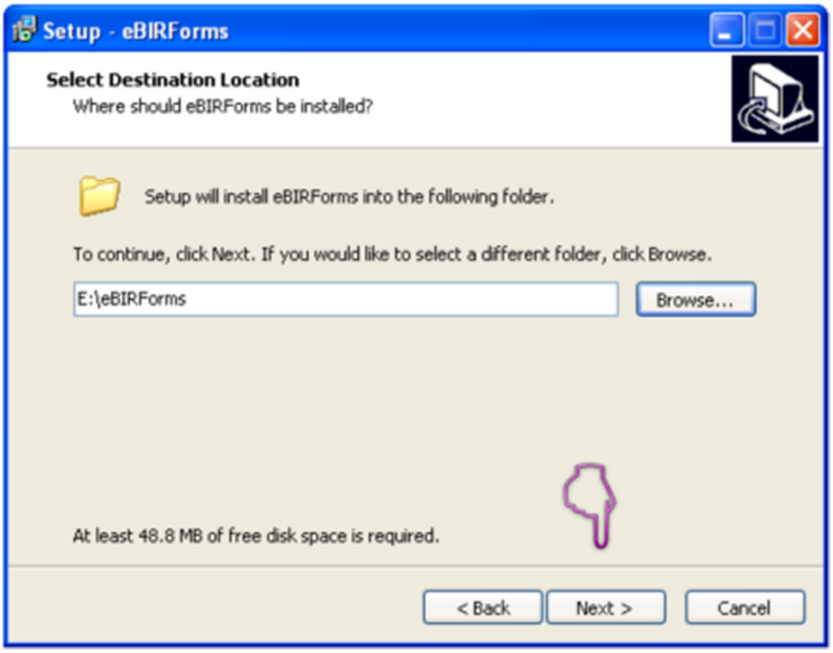
2. Insert your USB flash drive into e-lounge computer. Look for the Offline eBIRForms Package setup.exe file and double-click it.



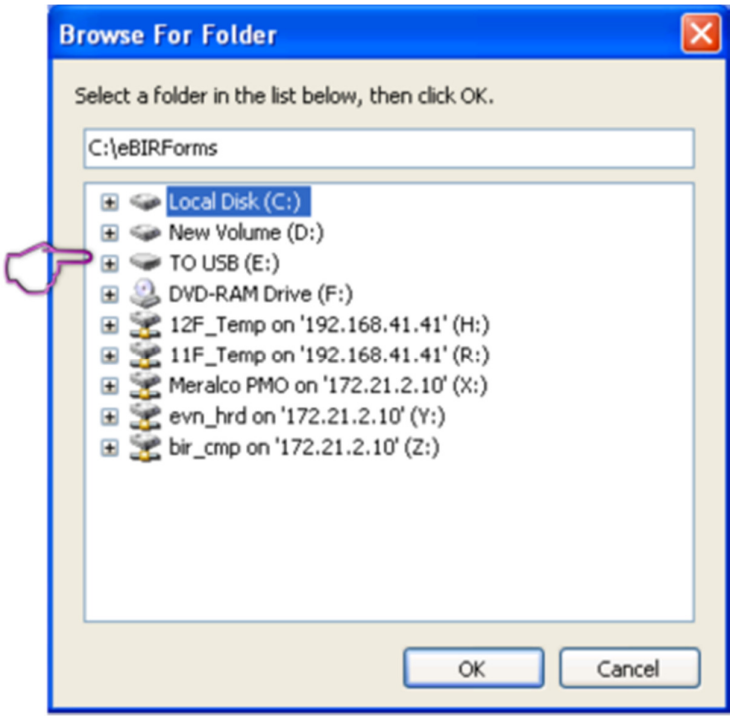
3. A message window will appear. Click **'Next.'**



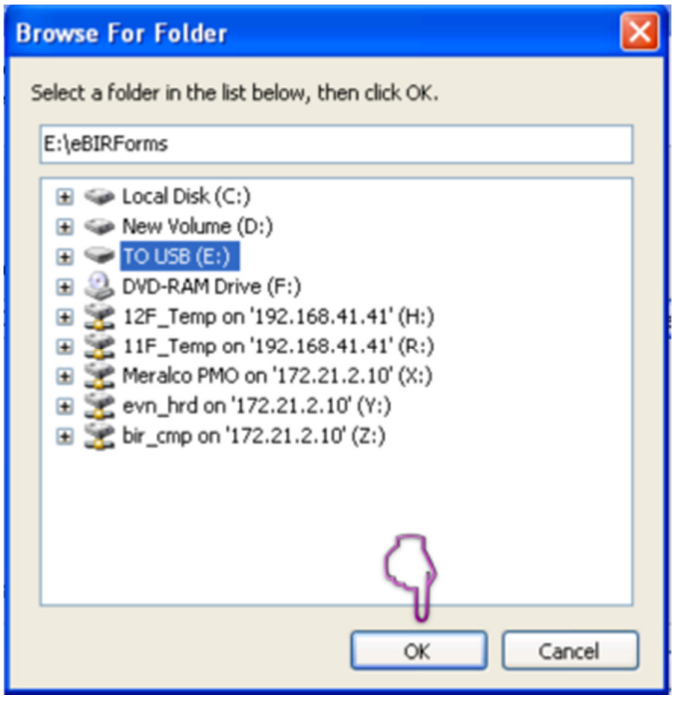
4. Click on '**Browse**' to look for the drive location of your USB flash drive (default is drive C).



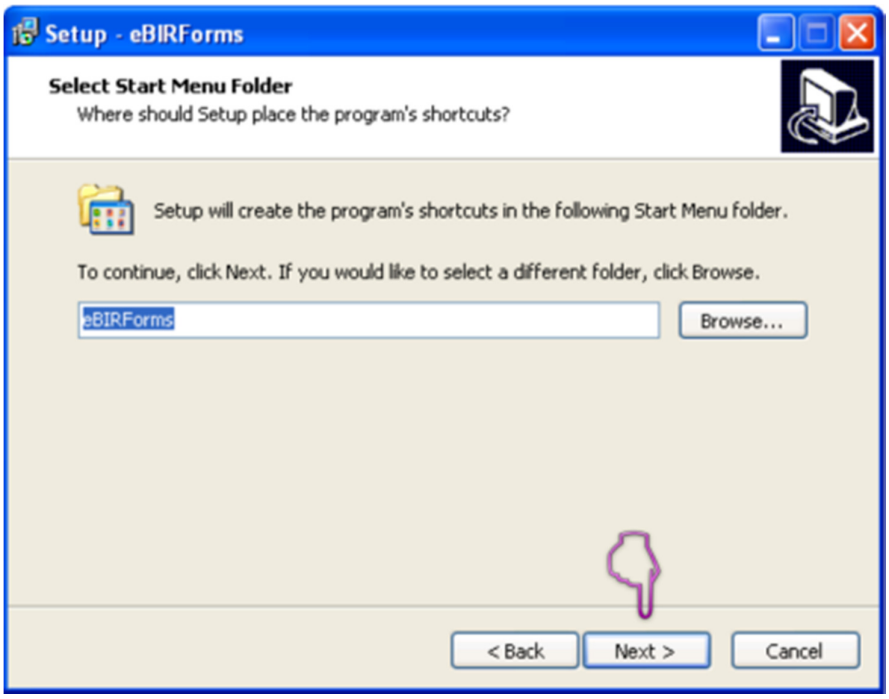
5. Select the USB folder or drive from the list displayed.



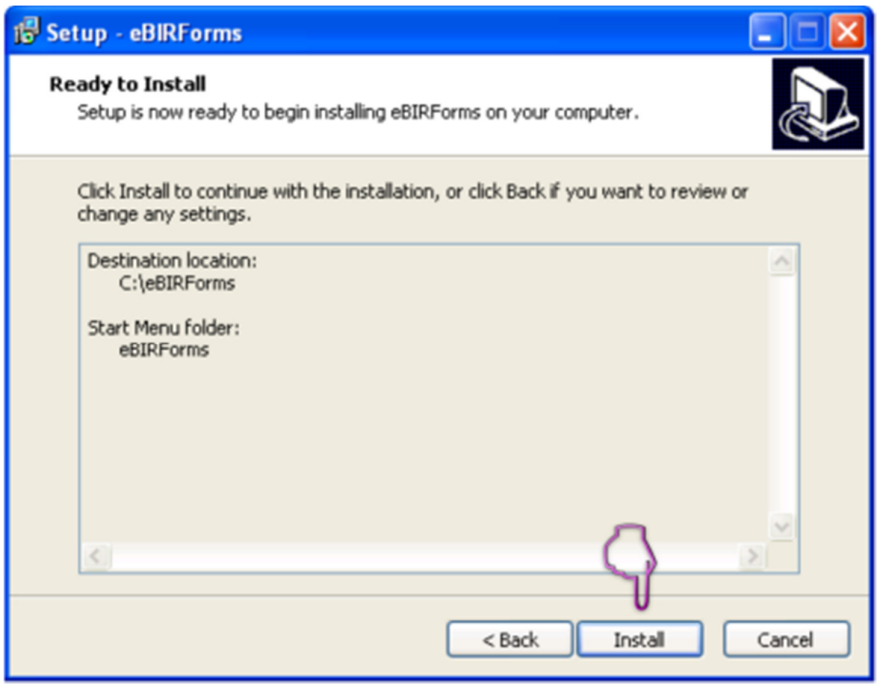
6. After selecting the USB drive, click **'OK.'**



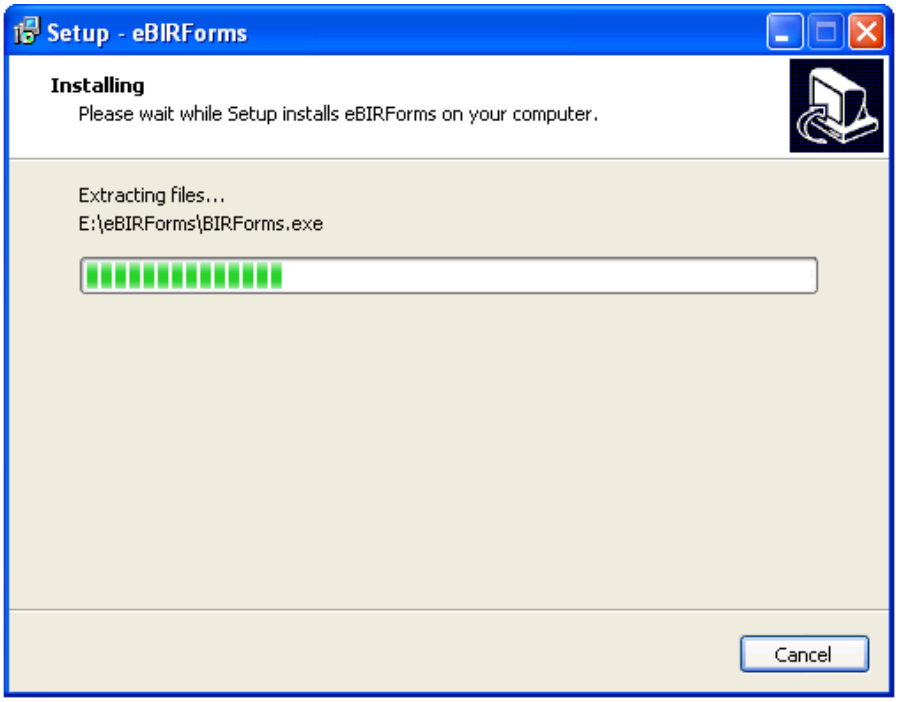
7. Click '**Browse**' to select the location of the eBIRForms Package shortcut (default is Start Menu folder). Then click '**Next.**'



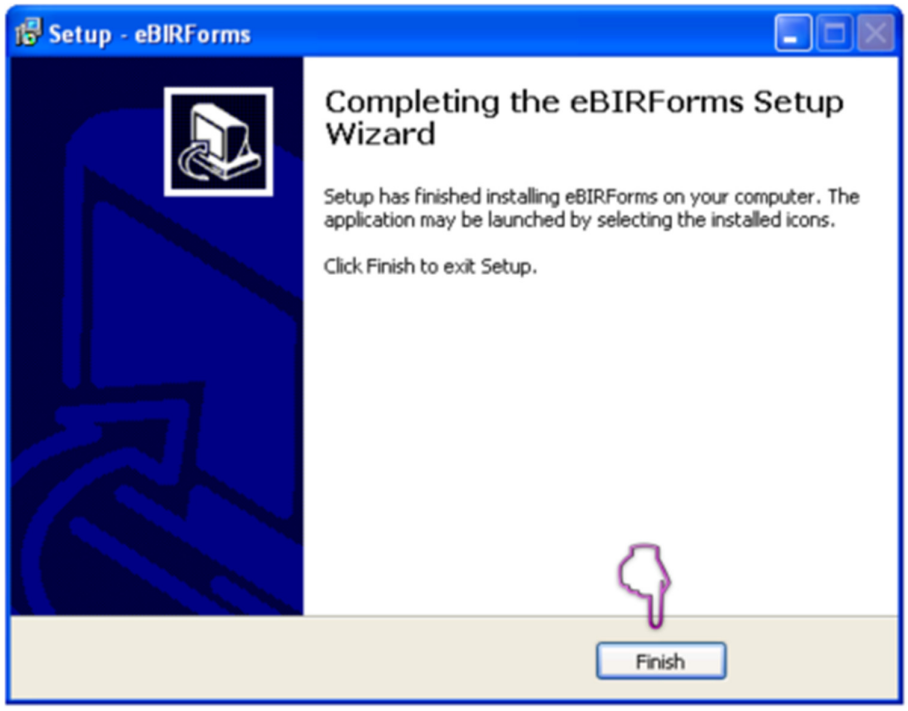
8. Click '**Install.**'



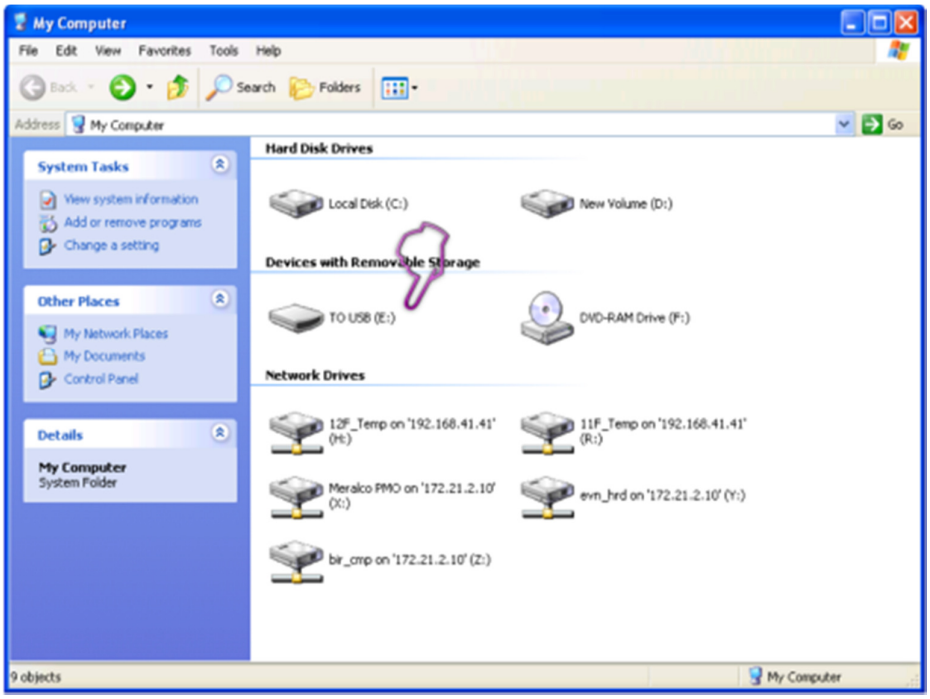
9. The following dialog box is displayed after clicking the **'Install'** button.



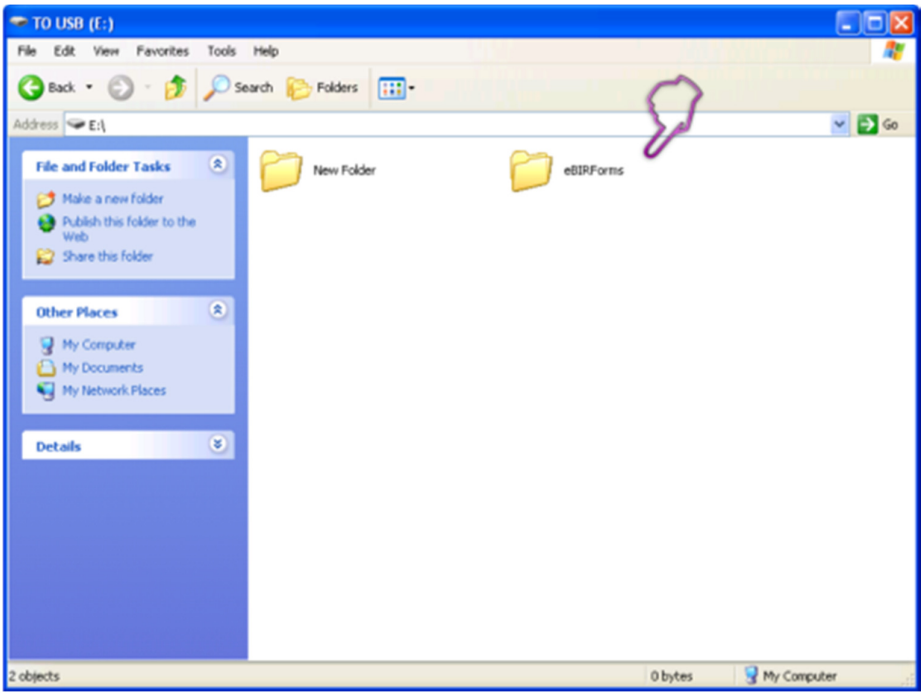
10. Click **'Finish'** to complete the installation.



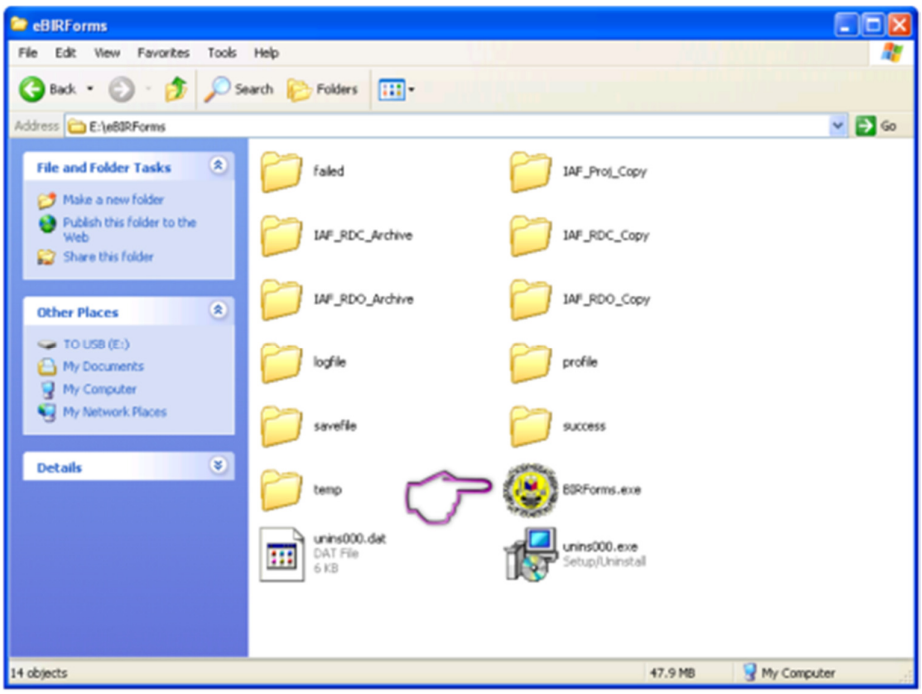
11. Go to My Computer, then click on the USB drive.



12. Double-click the eBIRForms folder to view the files located inside.



13. To use the eBIRForms Package, click on “BIRForms”.

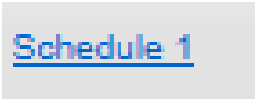


5.4. How to Navigate Through the Form

- If you are using a mouse, just click inside the box that you want to type in.
- If you do not have a mouse:
  - Press the **Tab** key to move to the next box
  - Press **Shift + Tab** key to move back to the previous box
  - Press the left arrow key (←) or the right arrow key (→) to choose between radio buttons

5.5. Types of Input

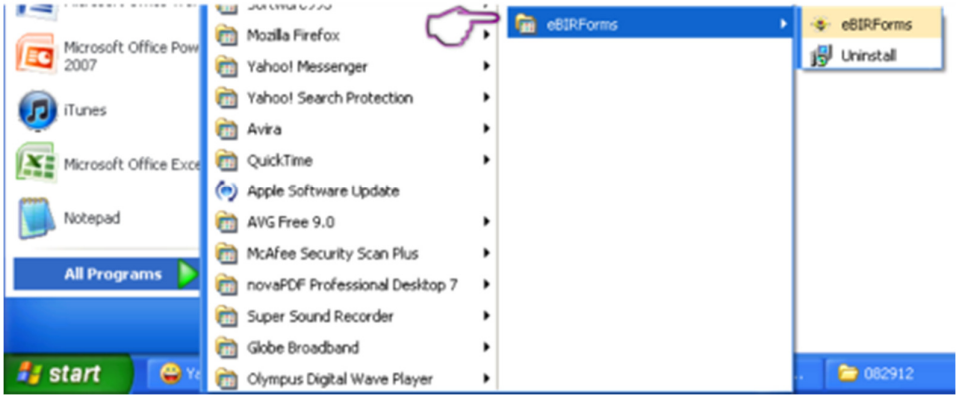
Type of Input	How It Looks Like	Description
Blank Field		These are the boxes where you can enter/edit data.
Radio Button		These are the round buttons that provide the user with options to choose from.
Drop Down		These are the drop down boxes that provide the user with options to choose from.

Computed Field		These are the boxes that are automatically computed based on the data entered by the user.
Hyperlink		These are the blue colored words or group of words that a user can click on to be directed to a new section in the system (e.g. Schedules, ATC, Tax Types).

5.6. How to Use the eBIRForms Package Offline

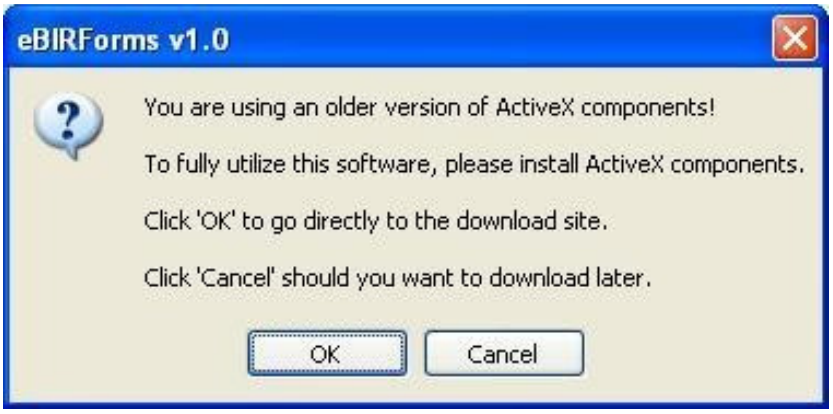
5.6.1. How to Open the eBIRForms Package

1. Click 'eBIRForms' from shortcut location or destination folder.



2. Upon clicking 'eBIRForms,' the parent screen of the eBIRForms package will appear on your computer screen.

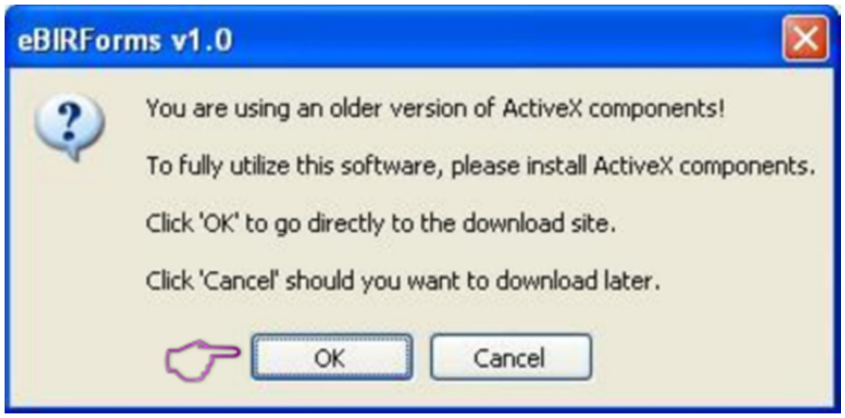
In case that your Local PC is using an older version of the ActiveX Components, an error message will appear, prompting you to download Internet Explorer version 8 or higher. Click 'OK' to proceed to the download site or 'Cancel' should you want to download later.



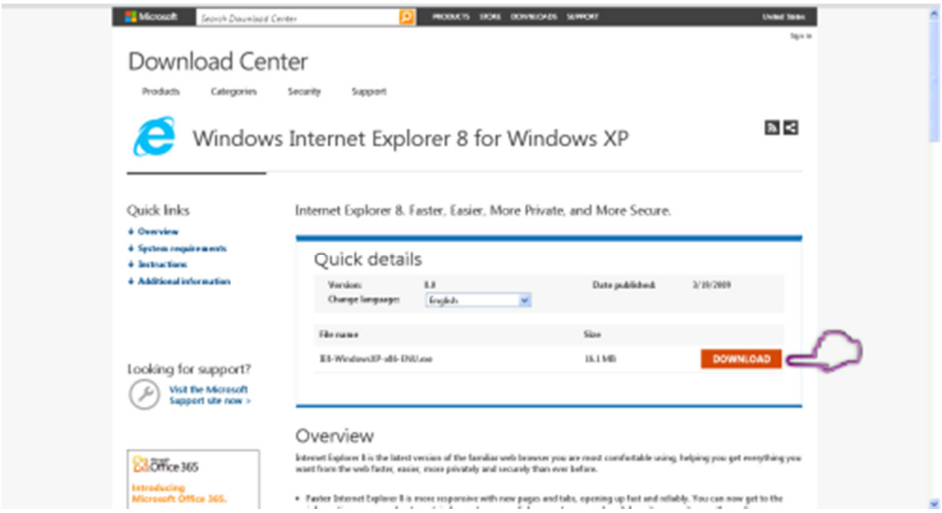
However, clicking 'Cancel' will lead to this message:

5.6.2. How to Install ActiveX Component

3. Click 'OK' to proceed to the download site.

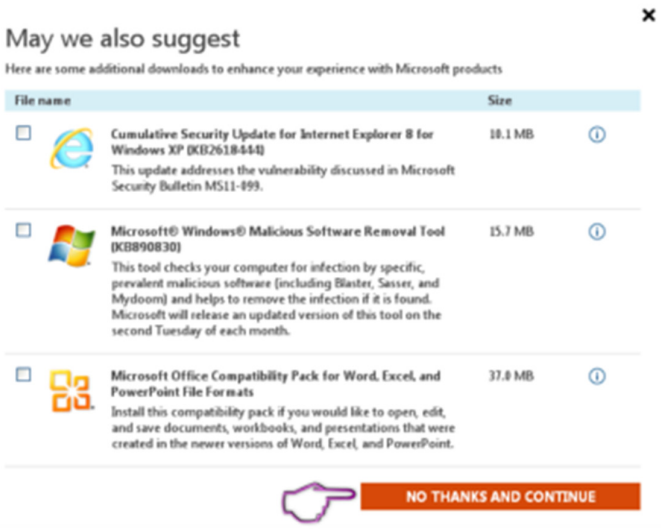


4. Upon clicking 'OK,' you will be directed to the download site. Note that the interface of the site can change. Click the "Download" button for IE8[1].

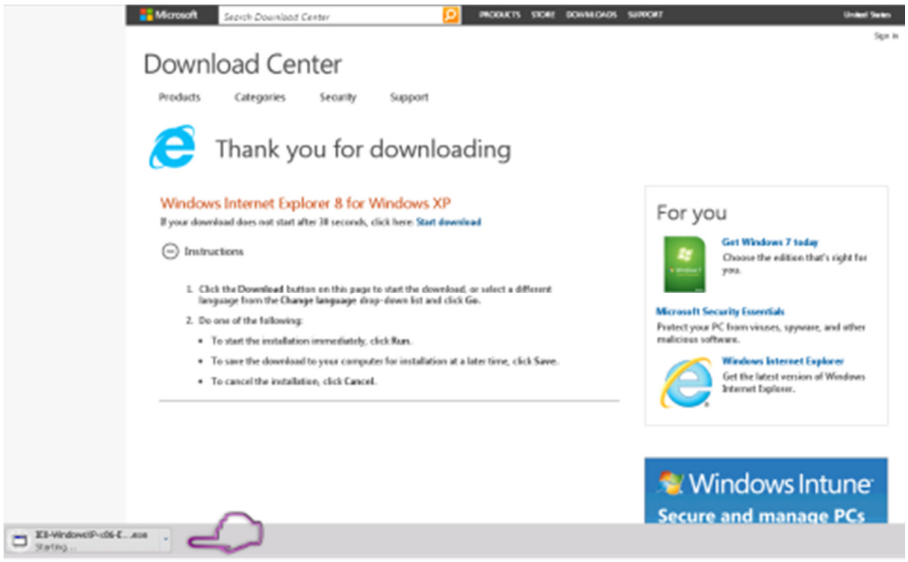


[1] This is just a sample browser that has the ActiveX Components.

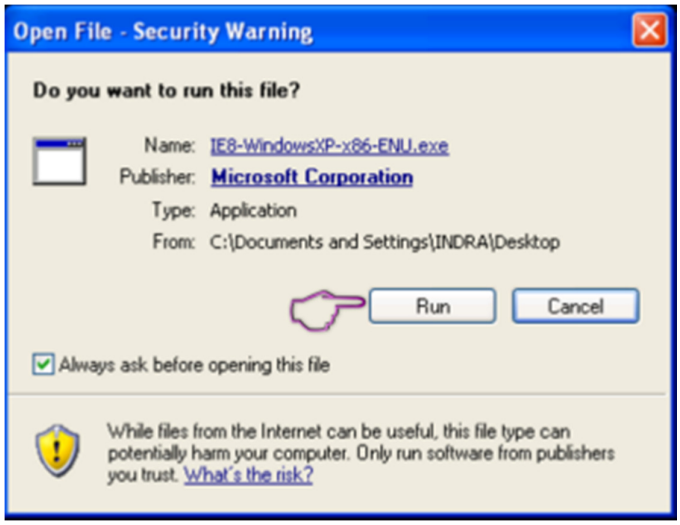
5. Click 'No Thanks and Continue.'



6. Wait until the download is complete.



7. Once complete, click on the .exe file to run it. A message box will appear asking if you want to run this file. Click 'Run.'

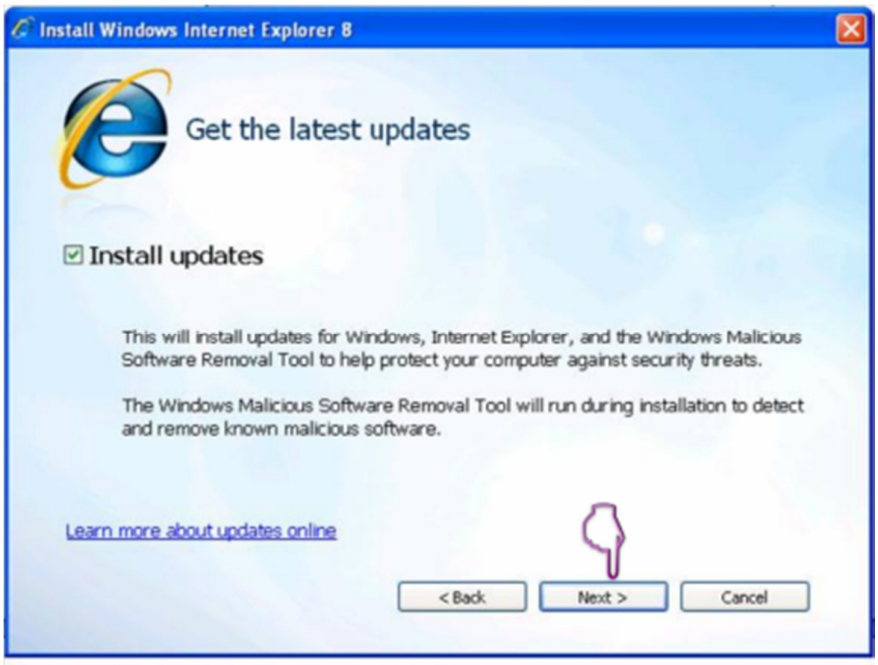


8. Upon clicking 'Run', a pop-up window will appear showing the status of the files being extracted. Wait until extract is complete.

9. Once complete, choose any of the two options by clicking on any of the radio button, then click 'Next.'

10. Upon clicking 'Next', you will be presented with the License Terms of the software. Click 'I accept.'

11. Click 'Next.'

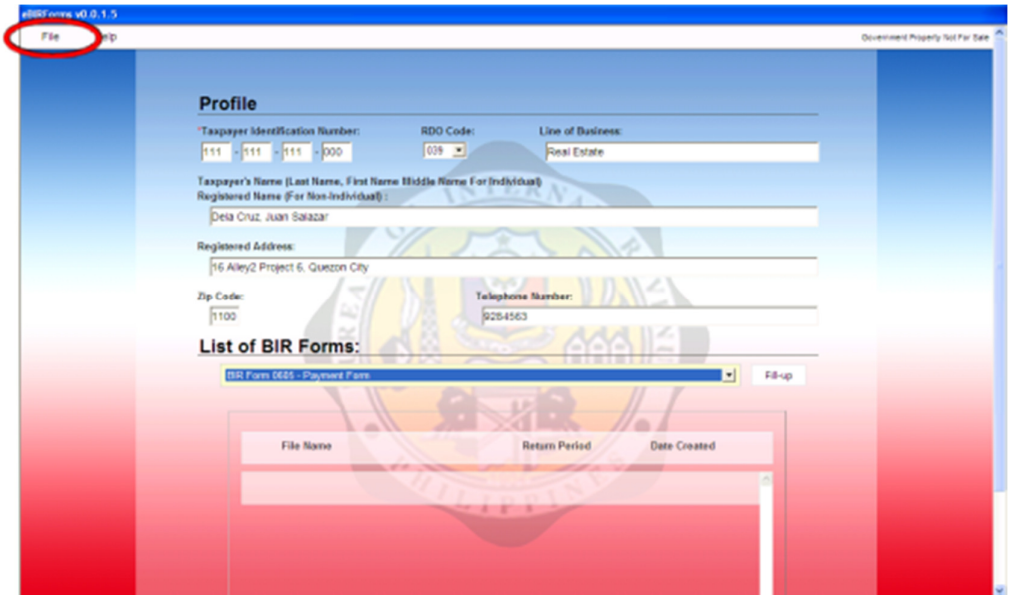


12. Wait until installation is complete.

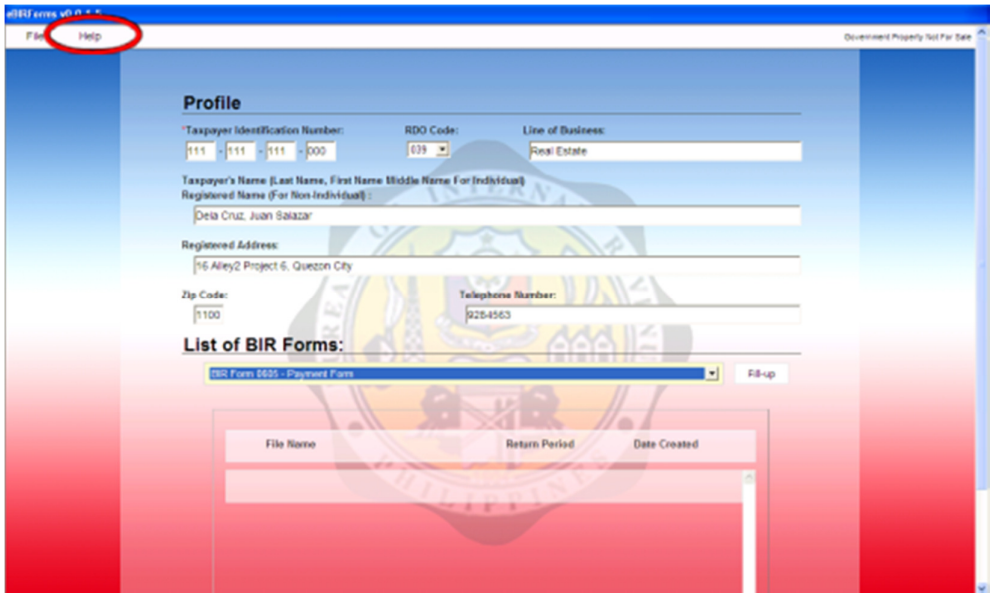
13. Make sure to save and close all other programs that are in use. Click 'Restart now (recommended).' Your computer will automatically restart. After reboot, the eBIRForms package should be ready to use.

5.6.3. How to Fill up the Parent Screen

- **File** consists of "Save" and "Exit"
    - File >> Save – allows the taxpayer to save his/her profile into the system
    - File>> Exit – allows the taxpayer to exit from the system



- **Help** contains the BIR guidelines and instructions for the different forms included in the eBIRForms Package



- Help>> Documentary Stamp – consists of help file for BIR Form No. 2000
- Help>> Excise – consists of help file for BIR Form No. 2200A, 2200AN, 2200M, 2200P and 2200T

- Help>> Income – consists of help file for BIR Form No. 1700, 1701, 1701Q, 1702EX, 1702MX, 1702RT, 1702Q and 1704

- Help>> ONETT – consists of help file for BIR Form No. 1606, 1706, 1707, 1800, 1801, 2000OT

- Help>> Payment – consists of help file for BIR Form No. 0605, 1600

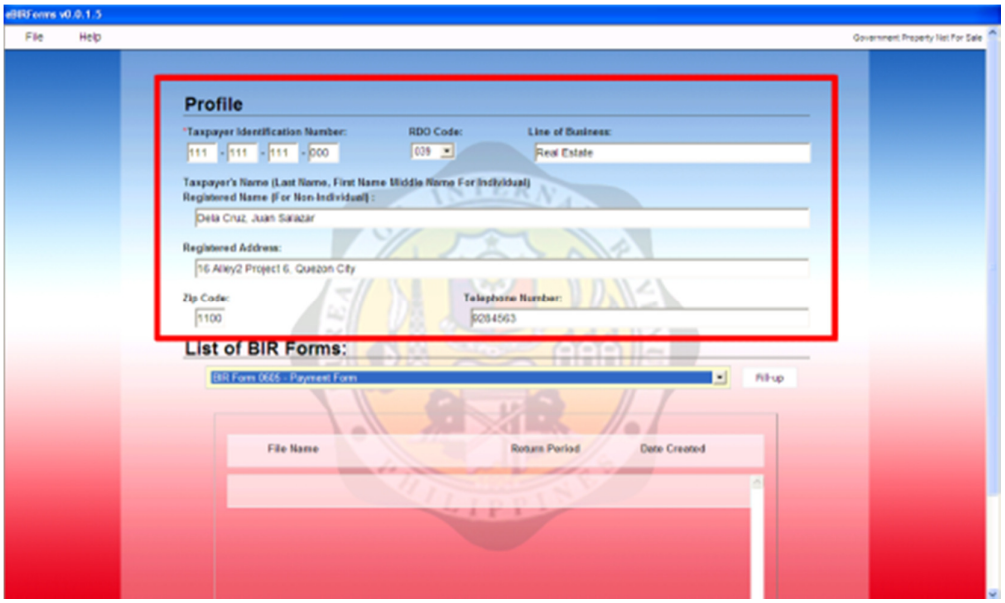
- Help>> Excise – consists of help file for BIR Form No. 2200A, 2200AN, 2200M, 2200P and 2200 T

- Help>> Percentage – consists of help file for BIR Form No. 2551M, 2551Q, 2552, 2553

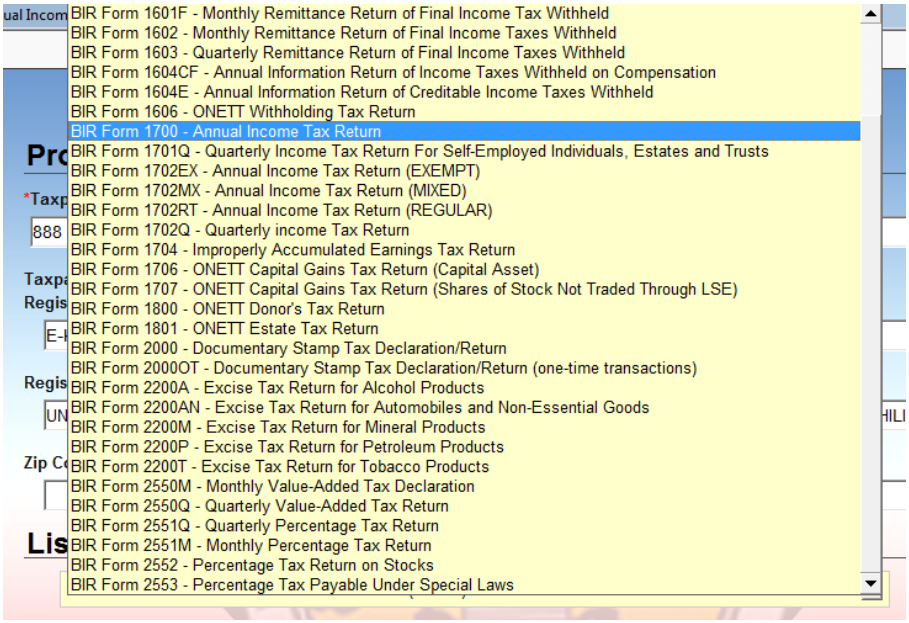
- Help>> Value Added Tax – consists of help file for BIR Form No. 2550Q, 2550M

- Help>> Withholding – consists of help file for BIR Form No. 1600WP, 1601C, 1601E, 1601F, 1602, 1603, 1604CF, 1604E

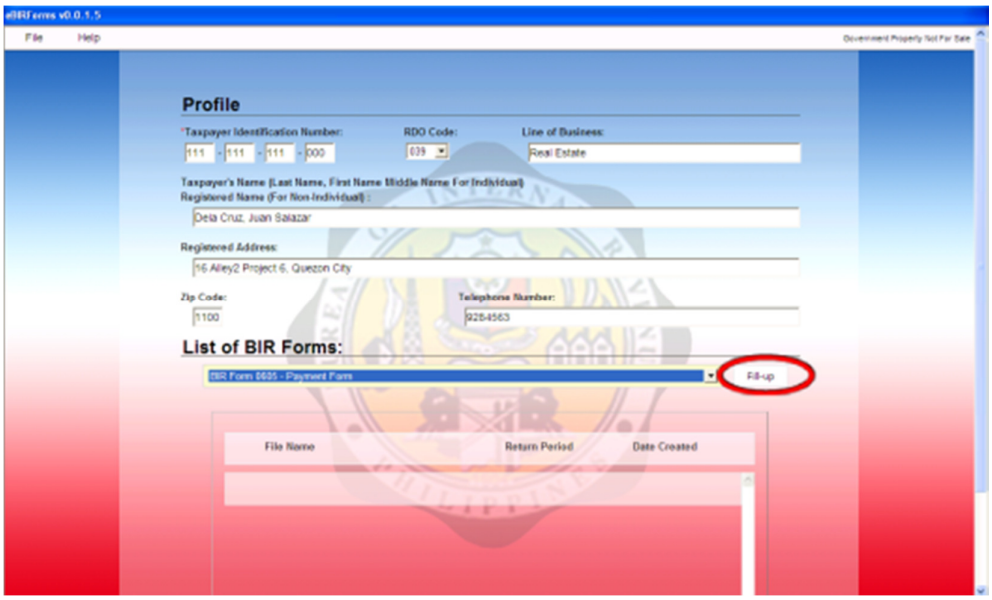
- **Profile** contains the information that is usually found in Part I (Background Information) of the forms. These input fields auto populate their corresponding fields into the form.



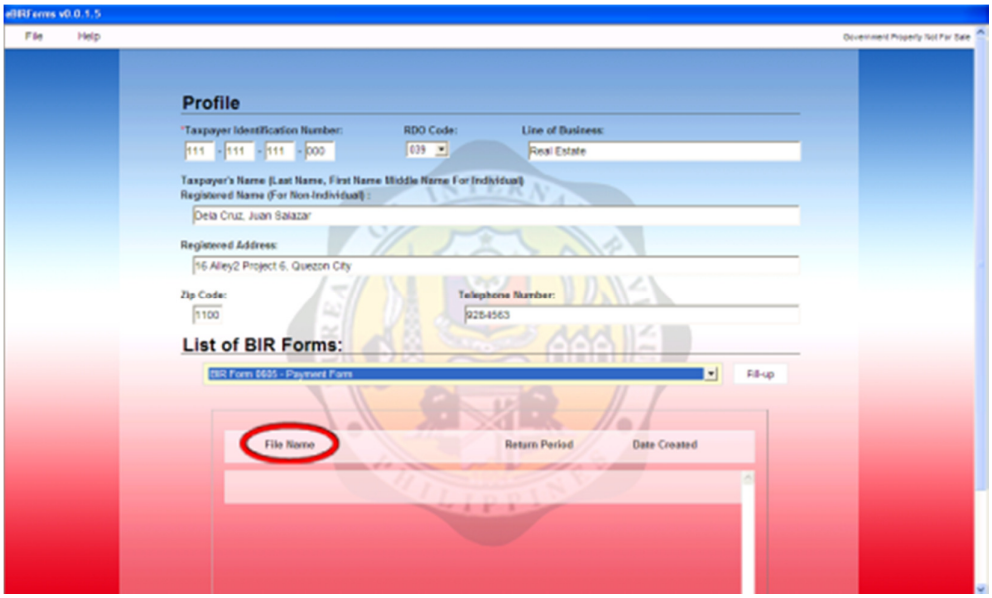
- **List of BIR Forms** contains a dropdown list of the forms included in the eBIRForms Package



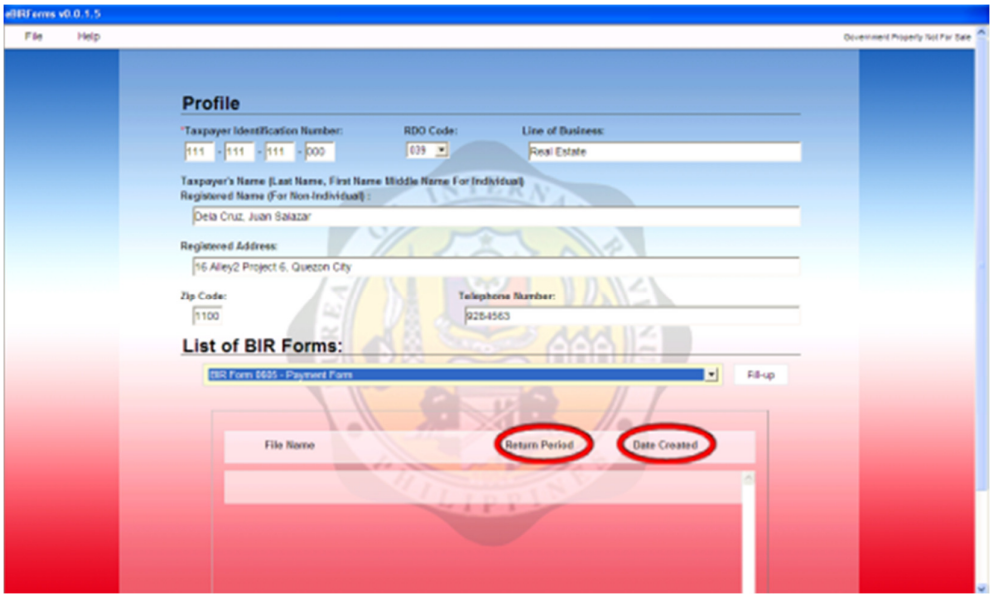
- **Fill-Up** is also known as the 'New File' button, clicking this will direct the user to the form screen to fill-up a new form



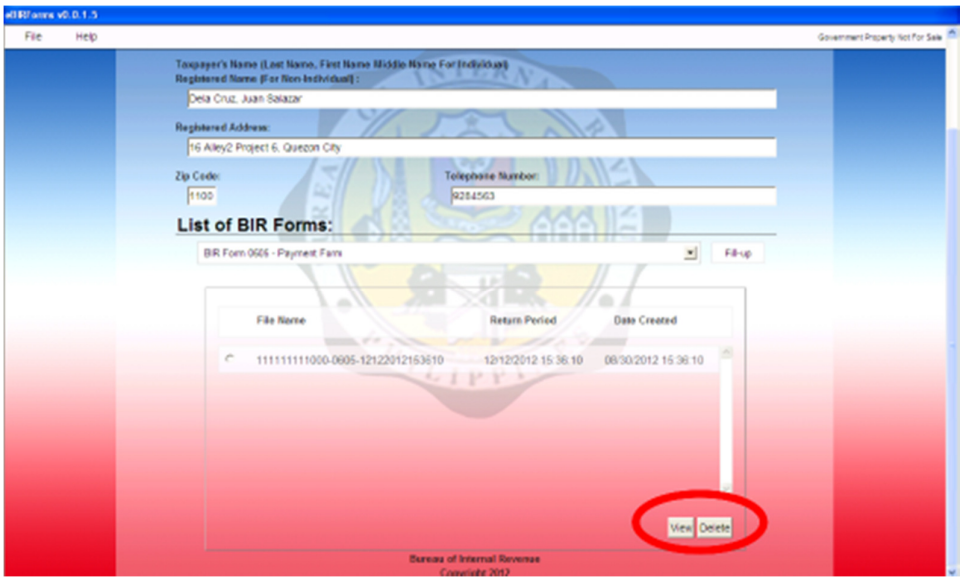
- **File Name** is the file name of the saved 'Savefile' in the eBIRForms package that is retrieved when taxpayer enters the Taxpayer's Identification Number and selects a form from the List of BIR Forms.



- **Return Period** is the return period of the saved form
- **Date Created** is the date when the file was created/saved

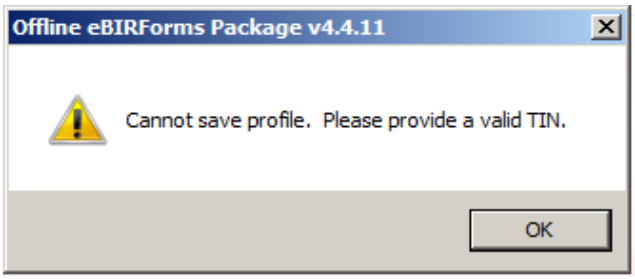


- **View** allows user to view saved forms
- **Delete** allows user to delete saved forms

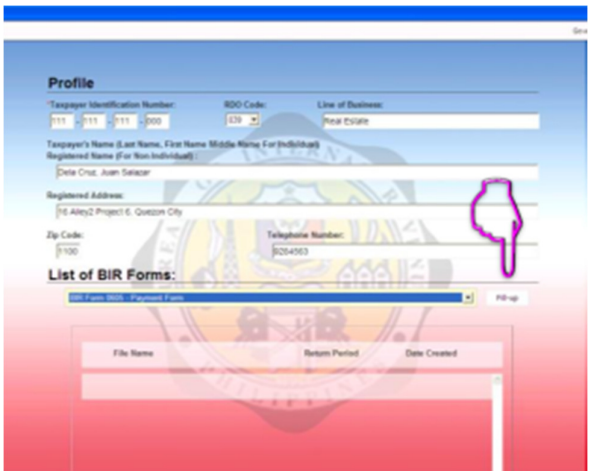


14. Fill- up the input fields under the Profile section.

15. Taxpayer Identification Number is a mandatory field that will be used in saving the taxpayer's profile. If the Taxpayer Identification Number is empty, an error message will appear.

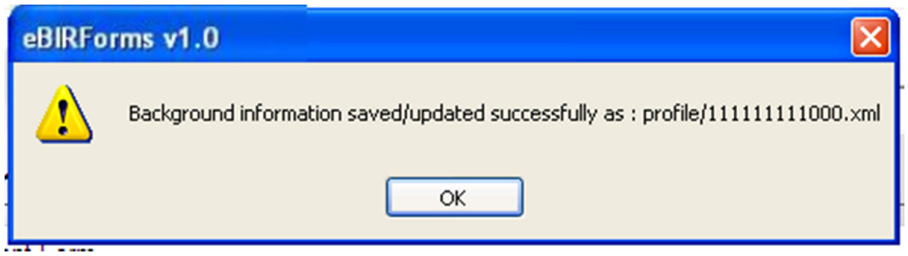


16. Select form to be filled up from the List of BIR Forms. Click 'Fill-up.'



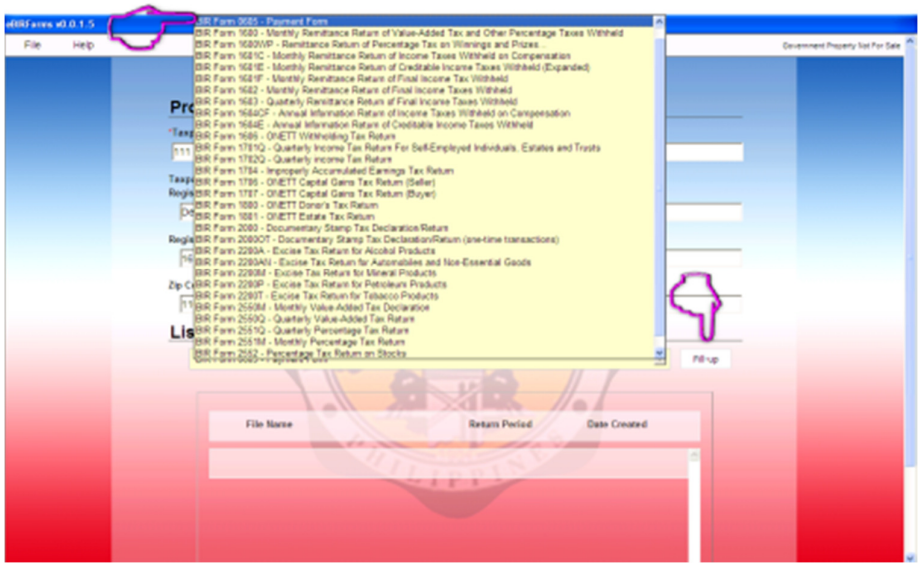
(TIN in sample is 111-111-111-000)

17. Upon clicking the Fill-up button a message box will appear, saying that the profile entered is successfully saved in the computer.



5.6.4. How to Fill Up a Form

1. Select a form from the list of BIR Forms. Click the Fill-up button.



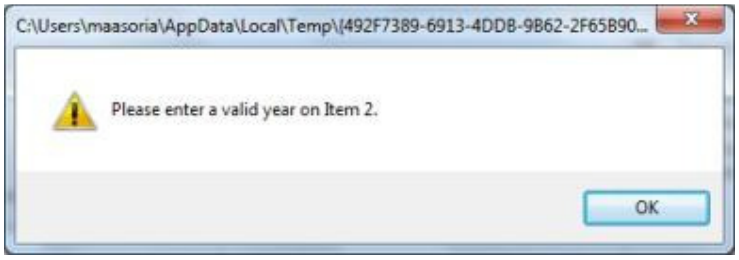
2. You will be directed to the form screen.

3. Fill-up all mandatory and necessary fields in the form.

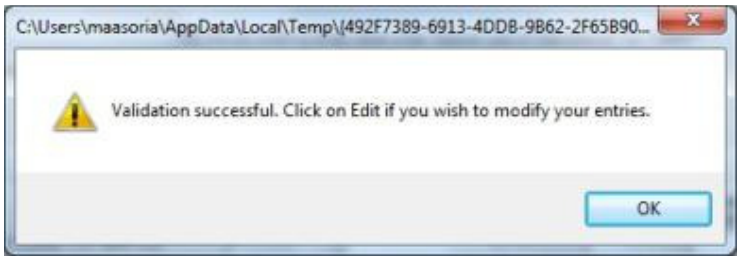
4. Select an ATC and Tax Type by clicking the radio button.

ATC	Description
○ FP010	FINES AND PEN - ON TAX ON INCOME
○ FP020	FINES AND PEN - ON TAX ON TRANSFERS OF PROPERTY
○ FP030	FINES AND PEN - ON VALUE-ADDED TAX
○ FP040	FINES AND PEN - ON OTHER PERCENTAGE TAXES
○ FP042	FINES AND PEN - ON STOCK TRANS (IPO)
○ FP050	FINES AND PEN - ON EXCISE TAXES
○ FP051	FINES AND PEN - ON EXCISE SPECIFIC
○ FP060	FINES AND PEN - ON DOCUMENTARY STAMP TAXES
○ FP070	FINES AND PEN - ON MISCELLANEOUS TAXES
○ FP071	FINES AND PEN - ON ENERGY TAX
○ FP090	OTHERS FINES AND PENALTIES
○ FP100	FINES AND PEN - CAPITAL GAINS
○ FP110	FINES AND PEN - ON COMPENSATION
○ FP120	FINES AND PEN - ON FINAL
○ FP130	FINES AND PEN - ON EXPANDED
○ FP140	FINES AND PEN - GOVERNMENT MONEY
○ FP141	FINES AND PEN - WINNING AND PRIZES
○ FP150	FINES AND PEN - BANKS AND FINANCIAL INSTITUTION
○ FP160	FINES AND PEN - ESTATE TAX
○ FP170	FINES AND PEN - DONORS TAX

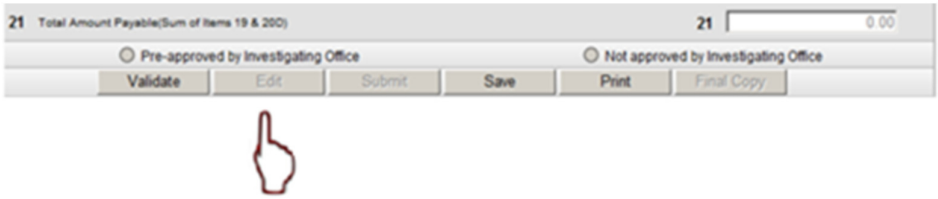
5. After filling up the form, the user may do any of the following:
   - Validate
     - Upon clicking the 'Validate' button, the system will validate the mandatory fields. A message box will appear, informing the user of the input fields that need to be filled out before successful validation. Click 'OK' then fill-out the field identified by the system.



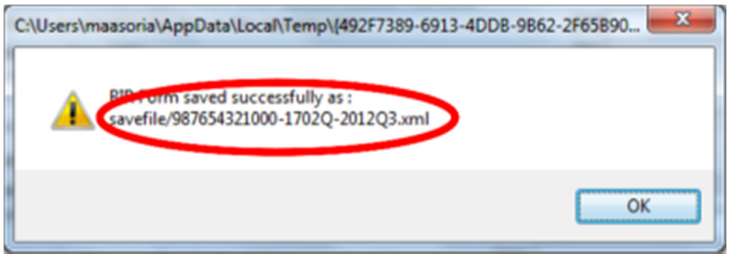
     - If validation is successful a message box will be prompted by the system. Click 'OK'.


C:\Users\maasoria\AppData\Local\Temp\{492F7389-6913-4DD8-9B62-2F65B90...
Validation successful. Click on Edit if you wish to modify your entries.
OK

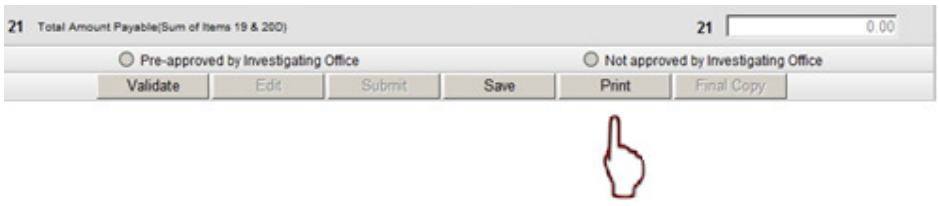
- Edit
  - This command button is only enabled upon successful validation.
  - Allows the user to edit the information that has been validated by the system.



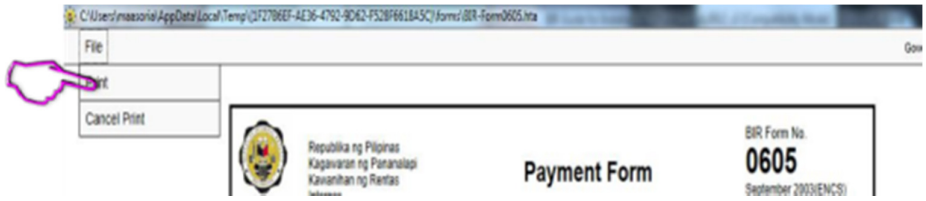
- Submit
  - Allows the user to submit the form to the eBIRForms Online
  - For the enhanced forms 1700, 1701, 1702-EX, 1702-MX, 1702-RT version 2013 ENCS, this will allow the user to submit the form to or eFPS Online once completed and validated
- Save
  - Allows the user to save the form in the 'Savefile' folder even without validation occurred.
  - Message box will prompt confirming that the form has been saved with its corresponding filename. The filename is automatically generated in this format: TIN-Form No.-Return Period. Sample used below:
    - TIN: 987-654-321-000
    - Form No: 1702Q
    - Return Period: 2012Q3



- Print
  - Upon clicking print button, user will be directed to the print preview screen of the form to be printed.

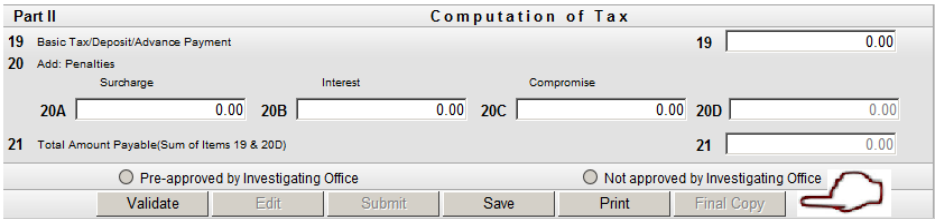


  - Go to the Menu Bar and Click on 'File'
  - To print the accomplished form click on 'Print', and then user will be directed to the printer options.



- To cancel print click on 'Cancel Print', and then user will be directed to the Form Screen.

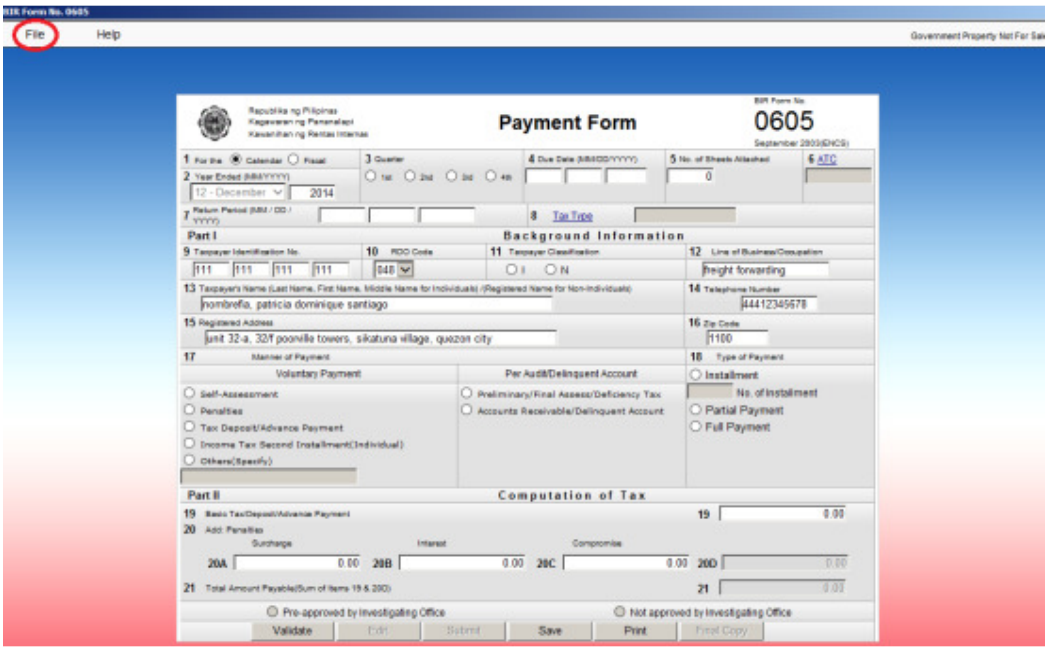
- Final copy
  - The 'Final Copy' command button is enabled only after validation is successful.



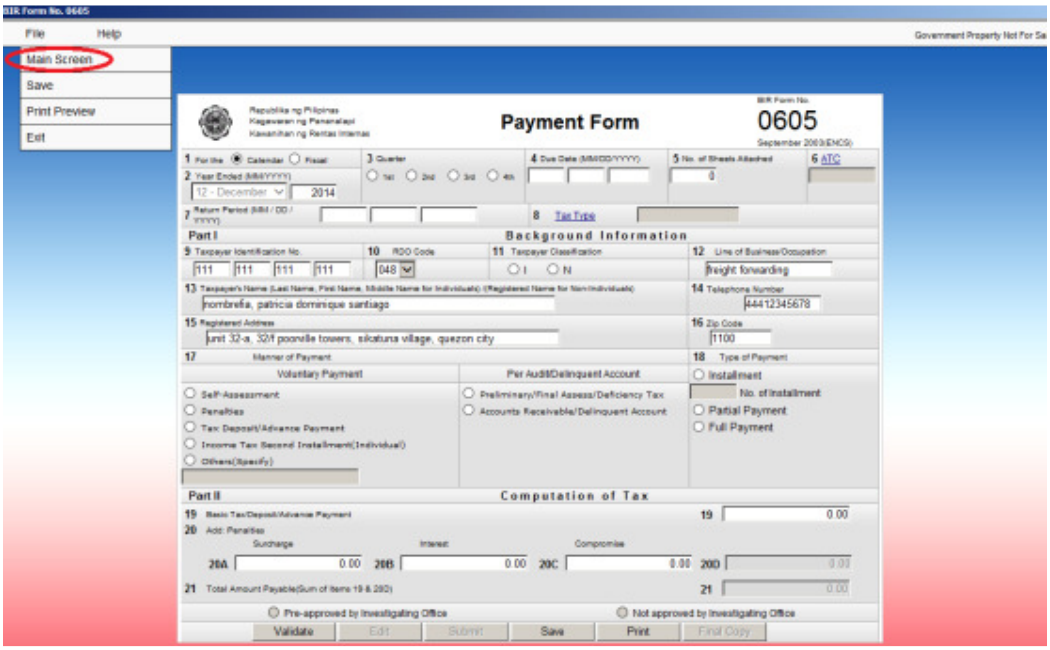
6. Upon clicking 'Final Copy' a message box will be prompted by the system that the file is saved and encrypted.

5.6.5. How to Return to Parent Screen

1. From the form screen go to ‘File’ at the Menu Bar.



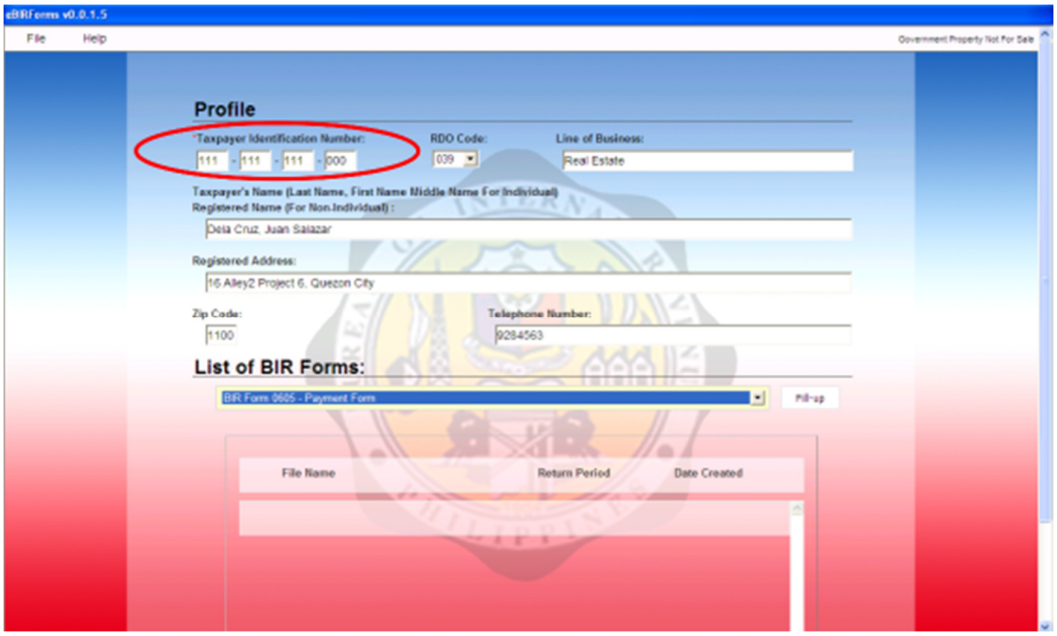
2. Click ‘File’ then select Main Screen.



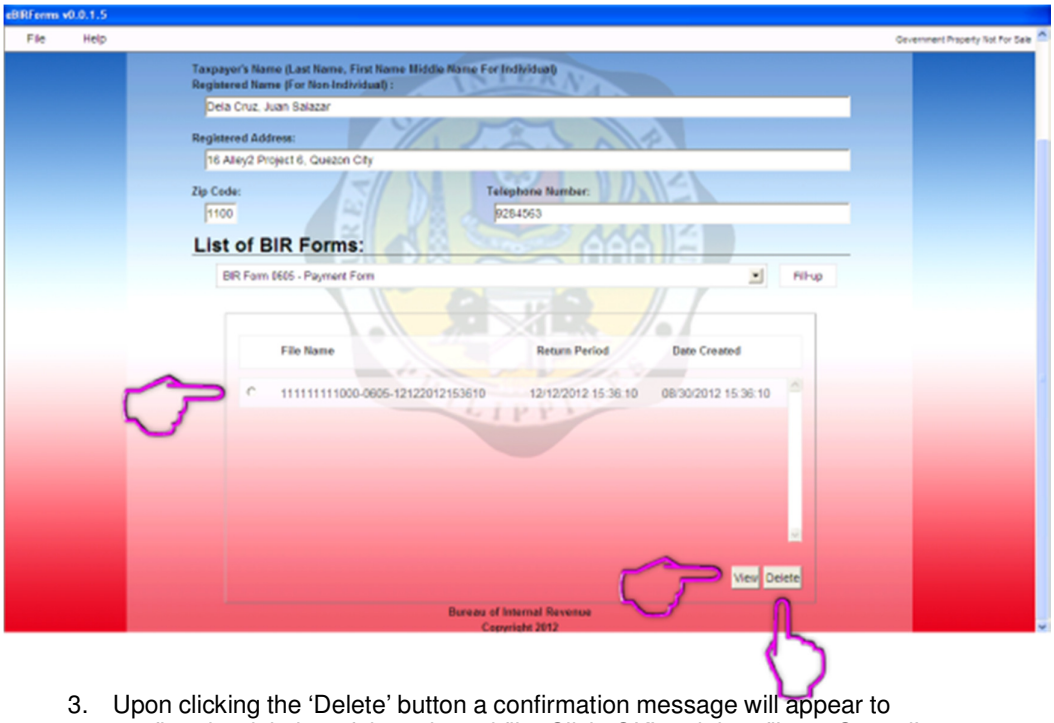
3. Upon clicking ‘Main Screen’, you will be directed to the Parent Screen of the System.

5.6.6. How to View or Delete Saved Form

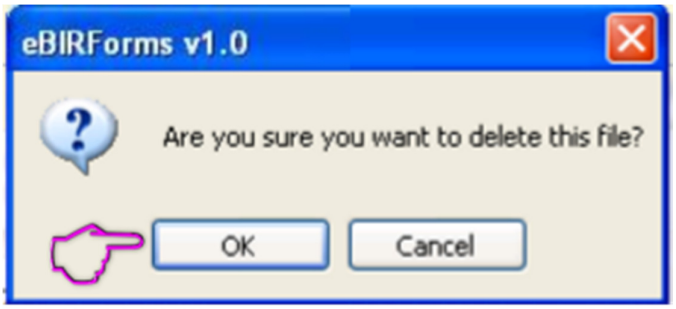
1. Fill-up the Taxpayer Identification Number to be able to retrieve previously saved profile. Select the applicable form from the List of BIR Forms to be able to retrieve previously saved files.



2. Select the file to be viewed or deleted then click on ‘View’ to view saved file or ‘Delete’ to delete saved file.



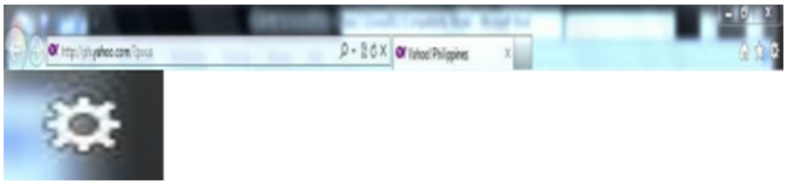
3. Upon clicking the ‘Delete’ button a confirmation message will appear to confirm the deletion of the selected file. Click ‘OK’ to delete file or ‘Cancel’ to cancel file deletion.



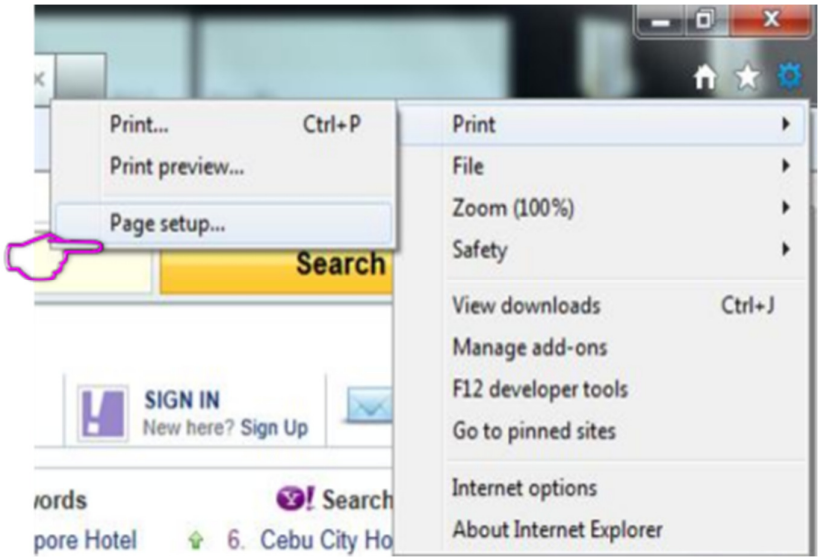
5.7. How to Print and Sign the Form

1. Click on the Internet Explorer Icon to adjust print settings.

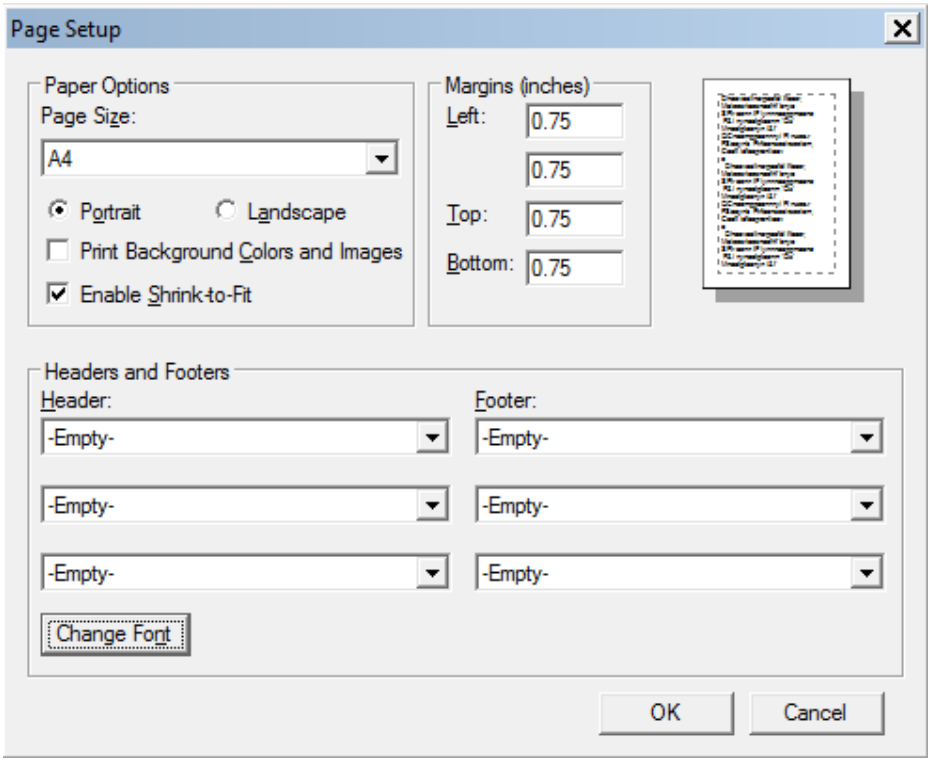
2. Find and click the Settings button.



3. Choose print, then click on page setup. A default print setup will be shown.



4. Click 'Page Setup' to be directed to the default window of Page Setup.

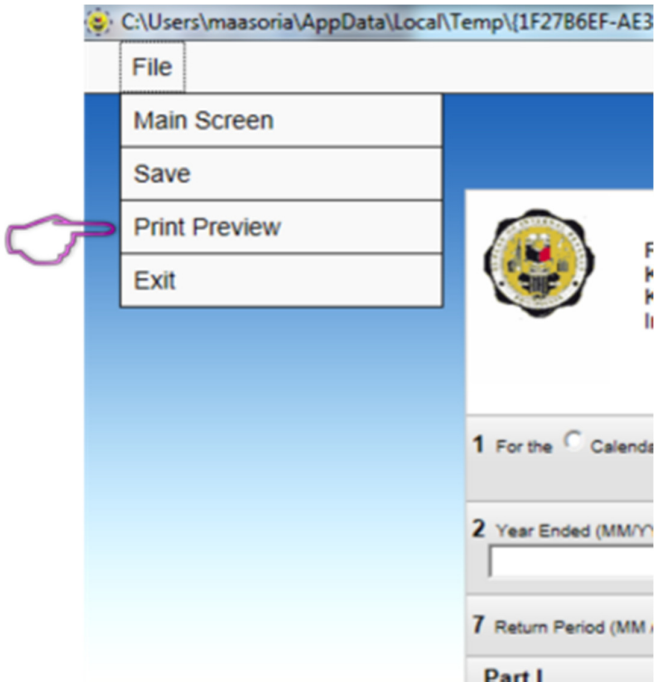


5. Printer Setting:

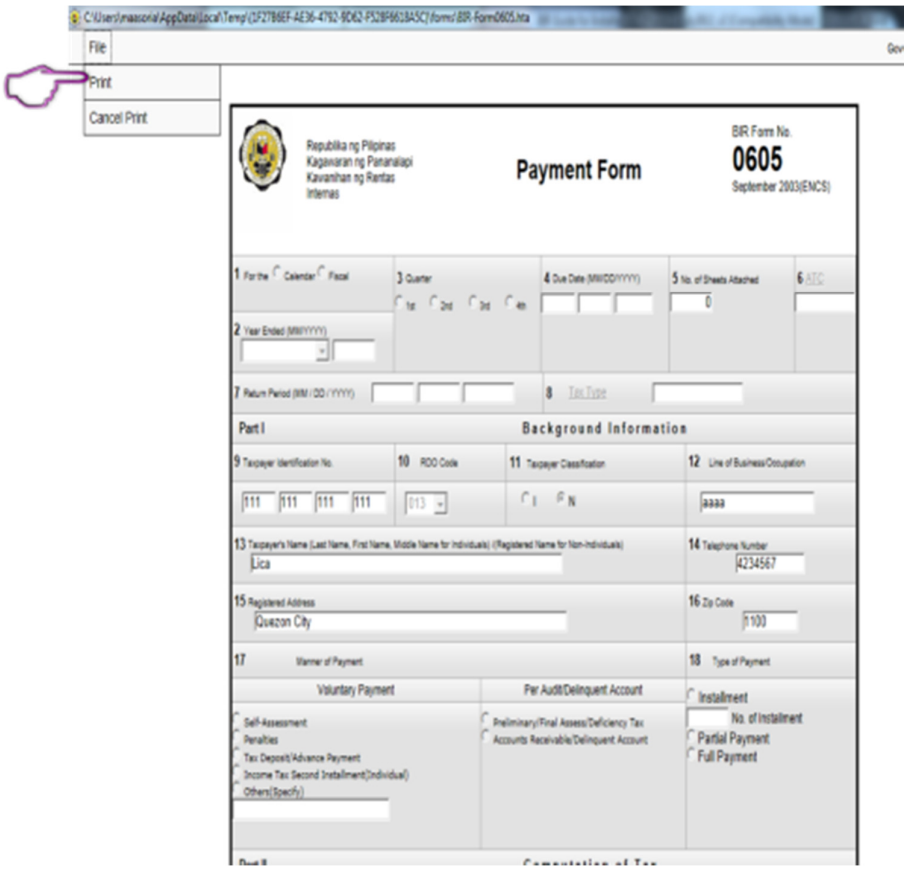
   - Page Size is A4
   - Default Margin must be set to default (Left: 0.75 inch, Right: 0.75 Top: 0.75, Bottom: 0.75 inches).
   - Check 'Enable Shrink-to-fit.'
   - All headers and footers must be empty.

6. Click 'Ok' after changes have been done.

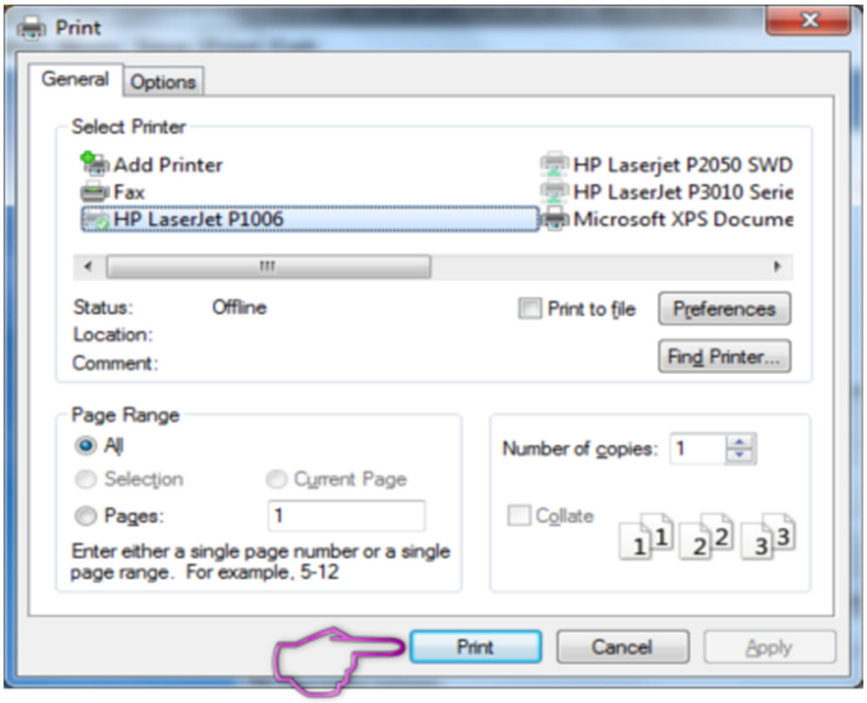
7. Go to the specific form to be printed from the eBIRForms Package then click 'Print Preview' from the menu bar.



8. From the menu bar of the Print Screen select 'Print.'

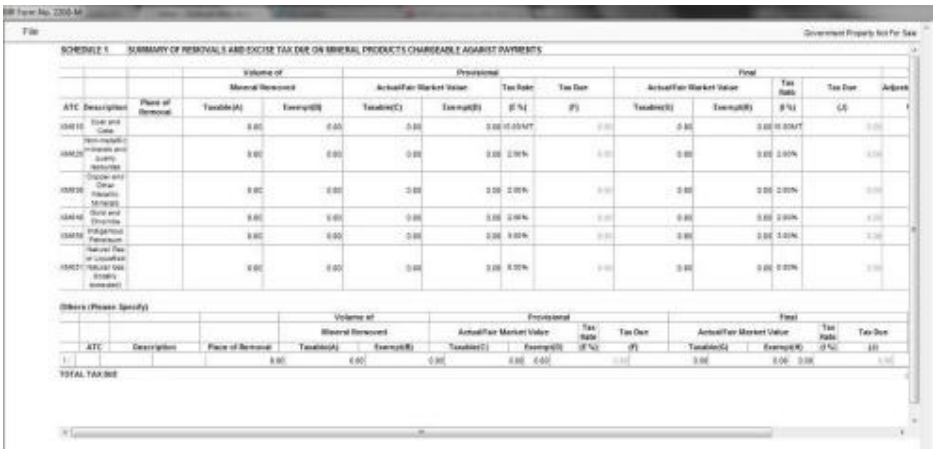


9. Select a printer, then Click 'Print.'

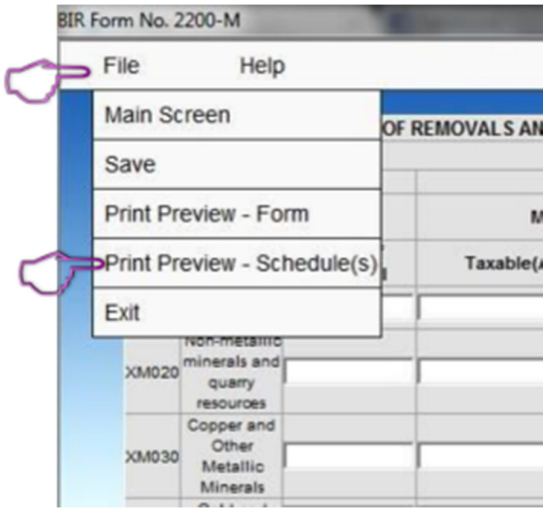


Note: When printing "**Schedule 1**" of Excise Tax Return Forms, set the printing orientation to "**landscape."**

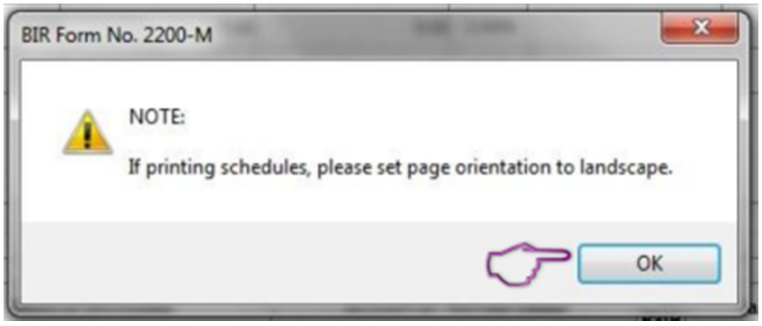
1. Click the 'Schedule 1' hyperlink.



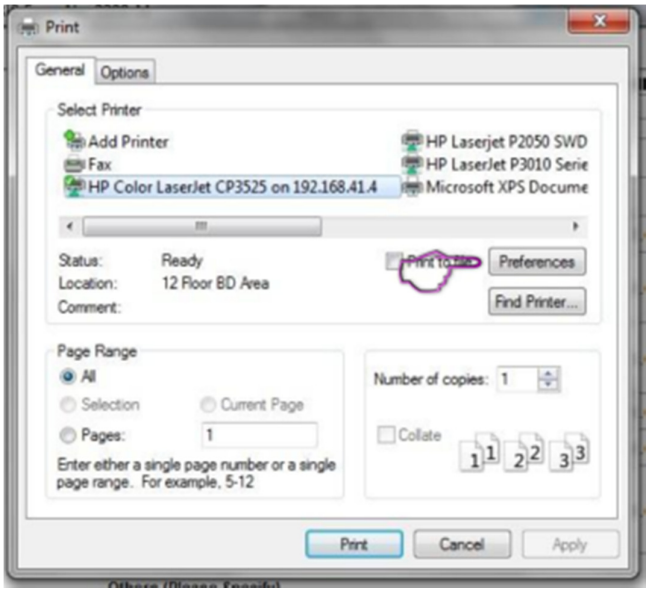
2. After completing 'Schedule 1', click 'File', then 'Print Preview – Schedule(S).'



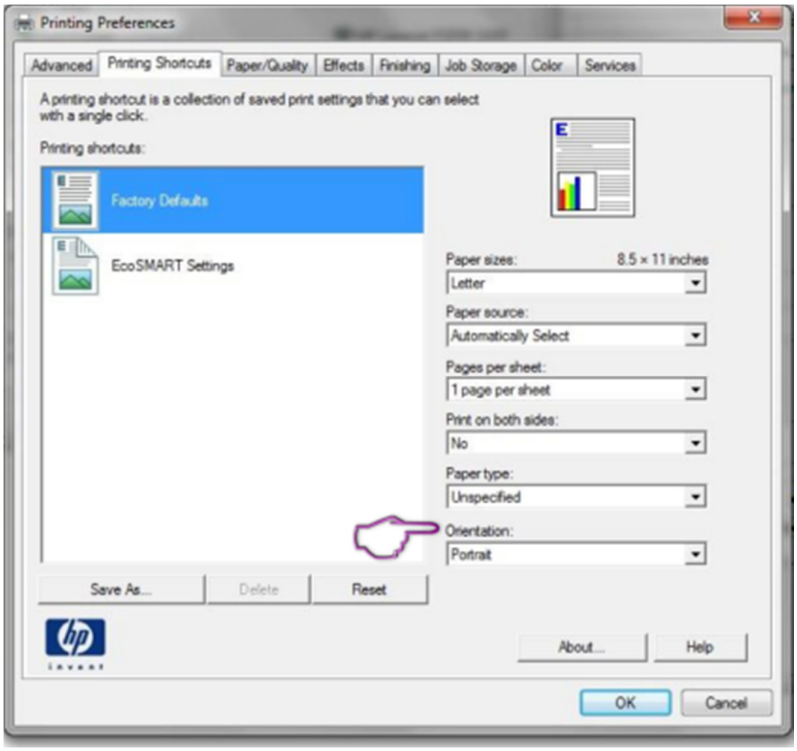
3. Upon clicking 'Print Preview – Schedule(s)' a message box will inform you to set page orientation to landscape. Click 'OK.'



4. Click 'Preferences.'



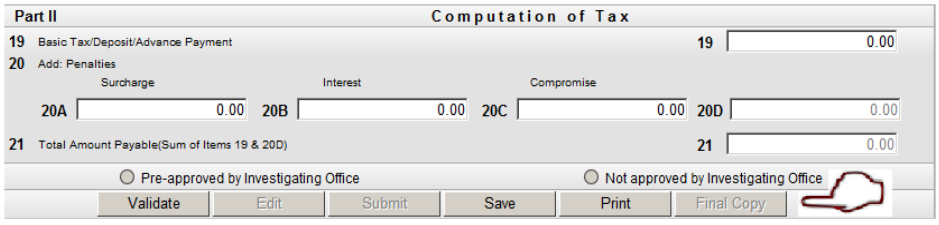
5. Click the 'Printing Shortcuts' tab. Set the 'Orientation' to 'Landscape.'



6. Click 'OK.'

5.8. How to File the Form

1. After filling up form, save the accomplished form.
2. Click "Final Copy" button.



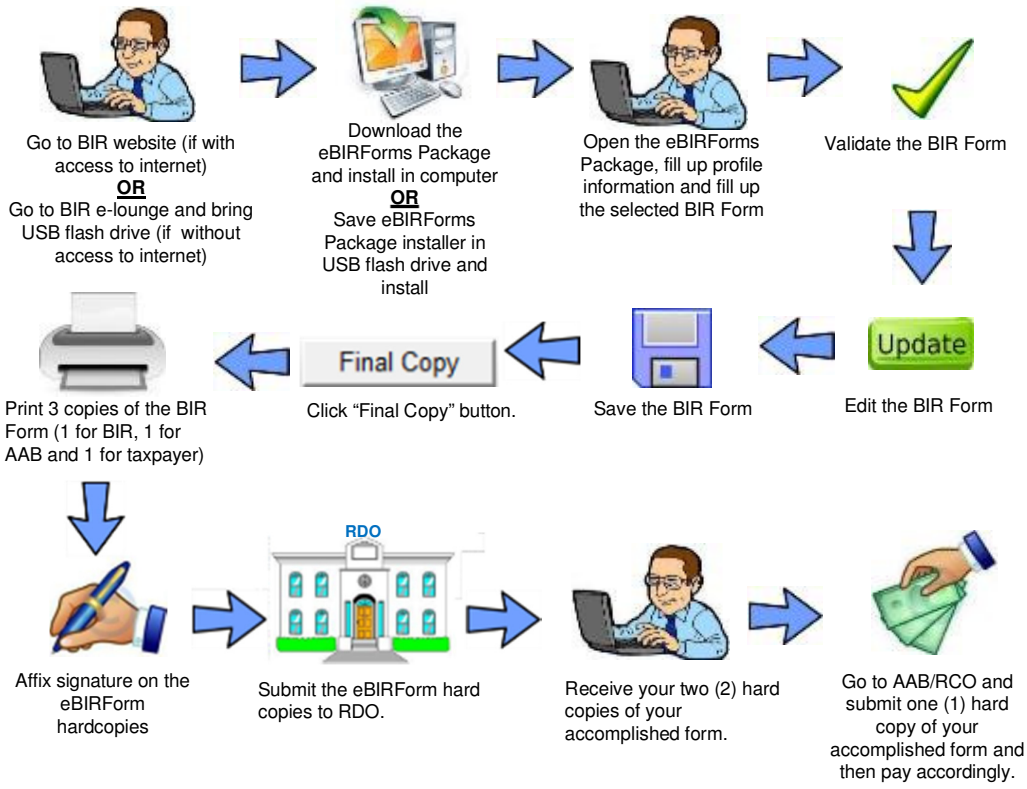
3. Upon clicking 'Final Copy' a message box will inform you that the file is saved and encrypted.

a) With Manual Payment

i) Print **three (3) hard copies** to be distributed as follows: 1 for BIR, 1 for AAB and 1 for taxpayer.

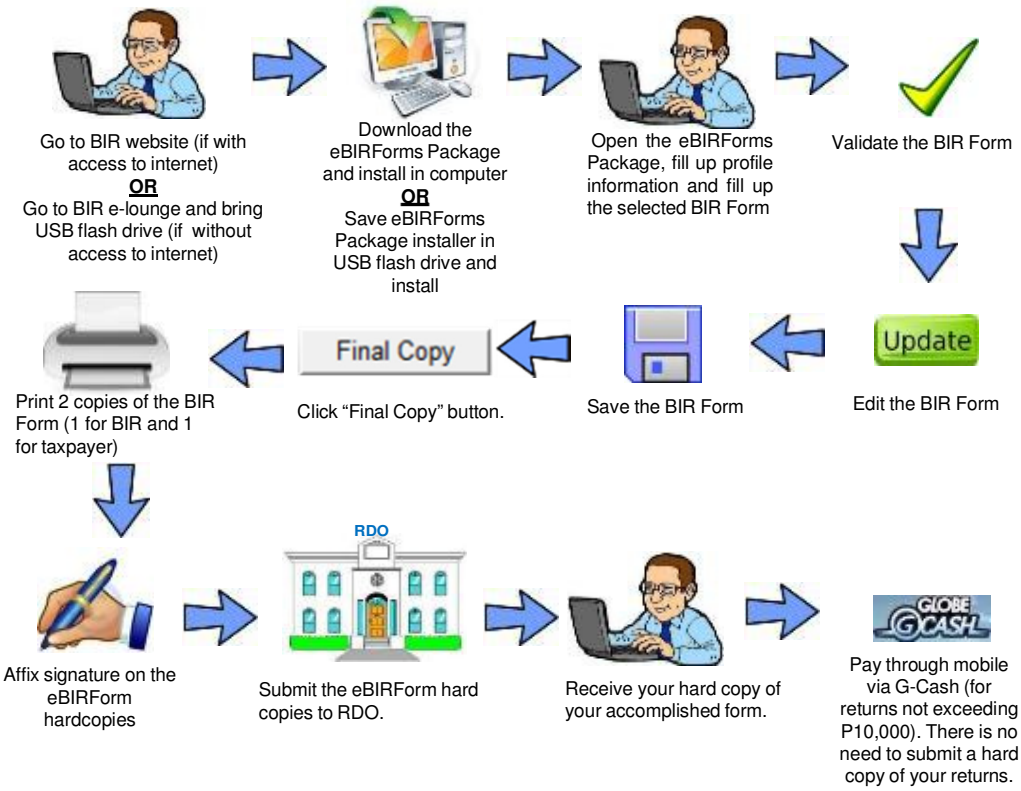
ii) Receive checked two (2) hard copies of accomplished form from the RDO.

iii) Proceed to AAB or RCO and present one (1) hard copy of your accomplished form and pay accordingly.



b) With Electronic Payment

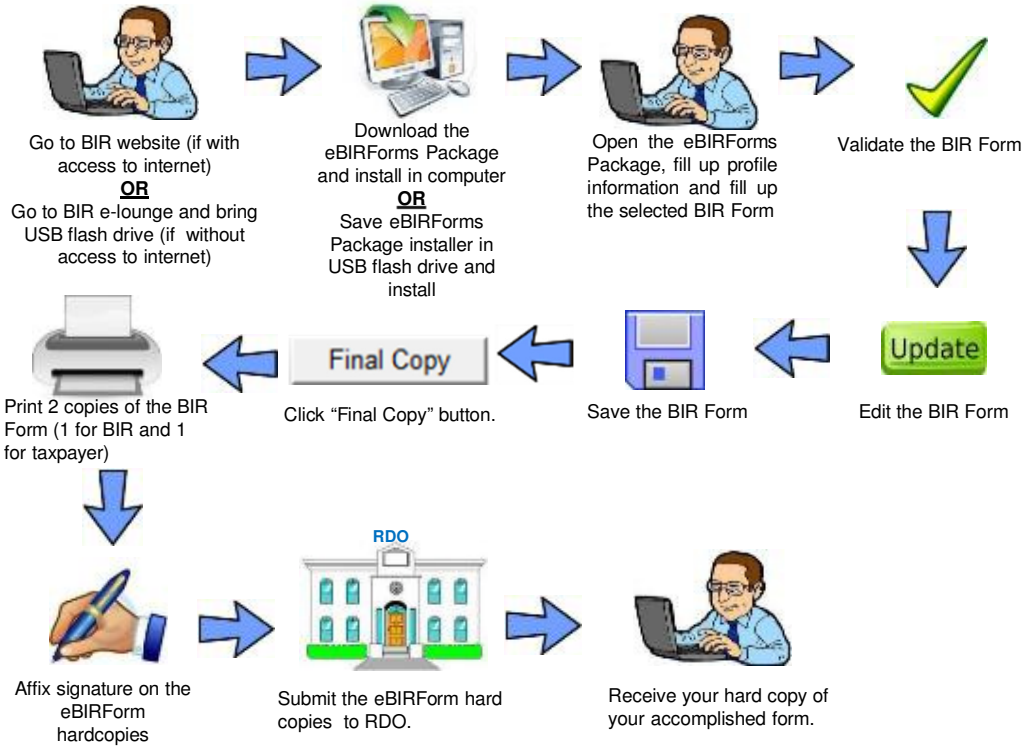
i) Print two (2) hard copies to be distributed as follows: 1 for BIR and 1 for taxpayer.
ii) Receive checked hard copy of accomplished form from the RDO.
iii) Follow existing procedures (RMO 20-2005) for mobile payment through G-Cash (for returns not exceeding P10,000).



c) Without Payment

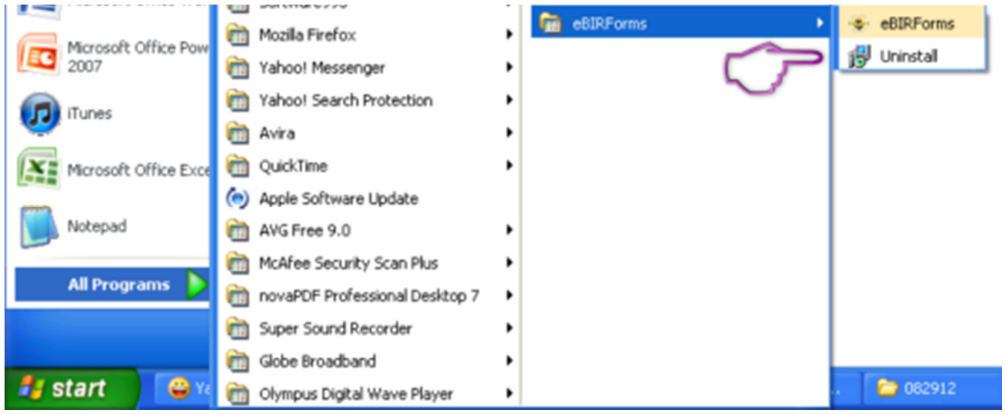
i) Print two (2) hard copies to be distributed as follows: 1 for BIR and 1 for taxpayer.

ii) Receive checked hard copy of accomplished form from the RDO.



5.9. How to Uninstall the eBIRForms Package

1. Go to the Start Menu and click on 'Uninstall' under the 'eBIRForms' option.



2. Follow message box instructions to uninstall eBIRForms Package.

6. Frequently Asked Questions (FAQs)

Question	Answer
What is the eBIRForms Project?	The eBIRForms project is in line with BIR's efforts to provide more convenient and accessible filing channels to improve efficiency. It will develop the eBIRForms Filing Infrastructure that will allow taxpayers and tax agents to prepare their returns offline, validate, edit, save and print their returns, and submit online. The eBIRForms project will be fully implemented by December 2012. Temporarily, while the eBIRForms Filing Infrastructure is under development, there will be manual (hard copy) submission of accomplished forms.
Are the eBIRForms new forms?	No, it is just an electronic format of the existing BIR forms.
What is the difference between the PDF eBIRForms and the eBIRForms package?	The PDF eBIRForms are the temporary solution for the Annual ITR forms. The eBIRForms package contains the remaining forms. Eventually, the Annual ITR forms will become part of the eBIRForms package.
How do I download the eBIRForms?	If you have internet connection: • Go to the BIR website at www.bir.gov.ph. Click on eServices link, then select eBIRForms. Under Offline eBIRFormsPackage, click the download link at the bottom portion. If you do not have internet connection: • Go to a BIR e-lounge and bring your USB flash drive. • Save eBIRForms Package installer from the e-lounge computer.
What are the system requirements?	1. Supported Operating System: Windows Vista or Windows 7; 2. Hard disk drive space needed: at least 70 MB free space; 3. RAM memory needed: Runs best on 2GB or higher ActiveX components via Internet Explorer version 9 or 10; 4. eBIRForms Package is best viewed in 1152 x 864 screen resolution.
What program do I use to open the eBIRForms?	For the Annual ITR Forms, use PDF-XChange Viewer. A link to this free software will also be available in the Instructional Guide. For the remaining forms, just download and install the eBIRForms package.

Question	Answer

What is the difference between the current downloadable forms and the eBIRForms?	• Currently 2 available types of forms in the BIR website:
	  ○ PDF Format: the form cannot be edited, and can only be printed. Taxpayers need to fill out the form handwritten or use the typewriter.
	  ○ Excel Format: the form can be typed over in a text box, but does not have automatic computations
	• eBIRForms:
	  ○ The form can be edited and automatic computations are done even if the form is offline
	  ○ Automatic computations in the forms avoid errors in manual computation

Will the current downloadable forms still be available at the BIR website?	Yes. The current downloadable forms will still be available. There will be a new link for the forms.
What is the difference between eFPS and the eBIRForms (in terms of target taxpayers)?	• Large taxpayers and selected taxpayers are the primary users of the eFPS. • Non-individual and individual taxpayers and tax agents are the target users of the eBIRForms. • The eBIRForms will be available for large taxpayers until the eFPS is ready for BIR Form Nos. 1700, 1701 and 1702.
What if I don't have a mouse? How do I fill up the form?	• Press the Tab key to move to the next box • Press Shift + Tab key to move back to the previous box • Press the left arrow key (←) or the right arrow key (→) to choose between radio buttons • Press up arrow key or down arrow key to choose options in the drop down box
Do I submit the form online?	Online submission to eBIRForms is available except for the Annual Income Tax Return.
What is the page setup when I print the forms?	A: Page Setup (Internet Explorer) **Margin** Left: 0.146 inches Right: 0.148 inches Top: 0.14 inches Bottom: 0.14 inches (Note: Or whatever minimum margin allowed by the IE) **Page Size:** Folio or Legal **Header/Footer:** All six (6) boxes should be set to "Empty".

<table>
<tr><th>Question</th><th>Answer</th></tr>
<tr><td>What is the page setup when I print the forms Annual Income Tax Return forms 1700, 1701, 1702-RT, 1702-EX and 1702-MX version 2013 ENCS?</td><td>• Check the "Print Background Colors and Images" option
• Uncheck the “Enable Shrink-to-fit” option
• Set the Margin settings
Left – 0.166
Right – 0.166
Top – 0.166
Bottom – 0.166
• All Header and Footer measurements must be set to 'Empty'</td></tr>
<tr><td>What size of paper do I print the form on?</td><td>A: A4 - for all Annual Income Tax Returns (1700, 1701, 1702RT, 1702EX and 1702MX)

Legal size or Folio size (8.5" x 13") – for the rest of the forms.</td></tr>
<tr><td>How do I submit attachments?</td><td>Follow existing policies, guidelines and procedures on submission of attachments:
<table><tr><th>Forms in eBIRForms Package with attachments</th><th>Attachment</th><th>Issuances</th></tr><tr><td>1701Q, 1702Q, 2550M, 2550Q, 2551M, 2553</td><td>Summary Alpha List of Withholding Taxes (SAWT)</td><td>RMC 3-2006</td></tr><tr><td>1601E, 1601F, 1600</td><td>Monthly Alpha List of Payees (MAP)</td><td>RMC 3-2006</td></tr><tr><td>2550Q</td><td>(Relief)
• Summary List of Sales
• Summary List of Purchases
• Summary List of Importations</td><td>RMC 24-2002
RMO 04-2003
RR 16-2005
RR 1-2012</td></tr></table></td></tr>
<tr><td>What if a certain form doesn’t load properly?</td><td>Check if you have Java Run-time Environment version 1.7 installed in your computer. If not, you may download the latest version here: http://java.com/en/download/index.jsp</td></tr>
</table>