

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



## 2.2. Acronyms

Term	Definition
<b>AAB</b>	Accredited Agent Bank
<b>ATM</b>	Automated Teller Machine
<b>eBIRForms</b>	Electronic Bureau of Internal Revenue Forms
<b>eFPS</b>	Electronic Filing and Payment System
<b>ESM</b>	Efficient Service Machine
<b>OTC</b>	Over-the-Counter
<b>PDF</b>	Portable Document Format
<b>RCO</b>	Revenue Collection Officer
<b>RDO</b>	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	
<b>1</b> <b>(MF, MP)</b>	<b>Offline through:</b> 1. Pre-printed form 2. Printed downloadable PDF/Excel form/eBIRForms	1. Offline to AABs 2. Offline to RDO/RCO	<b>Manual</b> 1. AABs 2. RDO/RCO
<b>2</b> <b>(EF, MP)</b>	<b>Offline through:</b> 1. Downloadable eBIRForms Package	1. Offline to AABs 2. Offline to RDO/RCO	<b>Manual</b> 1. AABs 2. RDO/RCO
<b>3</b> <b>(EF, EP)</b>	<b>Offline through:</b> 1. Downloadable eBIRForms Package	1. Offline to RDO/RCO	<b>Electronic</b> 1. G-Cash
<b>4</b> <b>(MF, EP)</b>	<b>Offline through:</b> 1. Pre-printed form 2. Printed downloadable PDF/Excel form/eBIRForms	1. Offline to RDO/RCO	<b>Electronic</b> 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

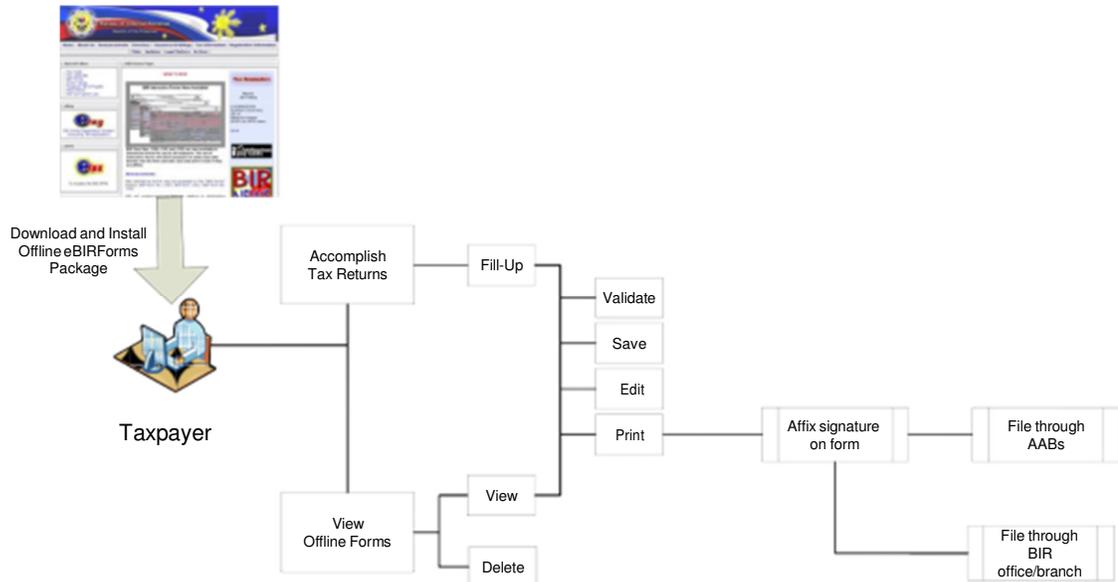
**Note: The BIR Forms in the eBIRForms Package are not new forms. They are the existing BIR Forms in electronic format.**



## 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

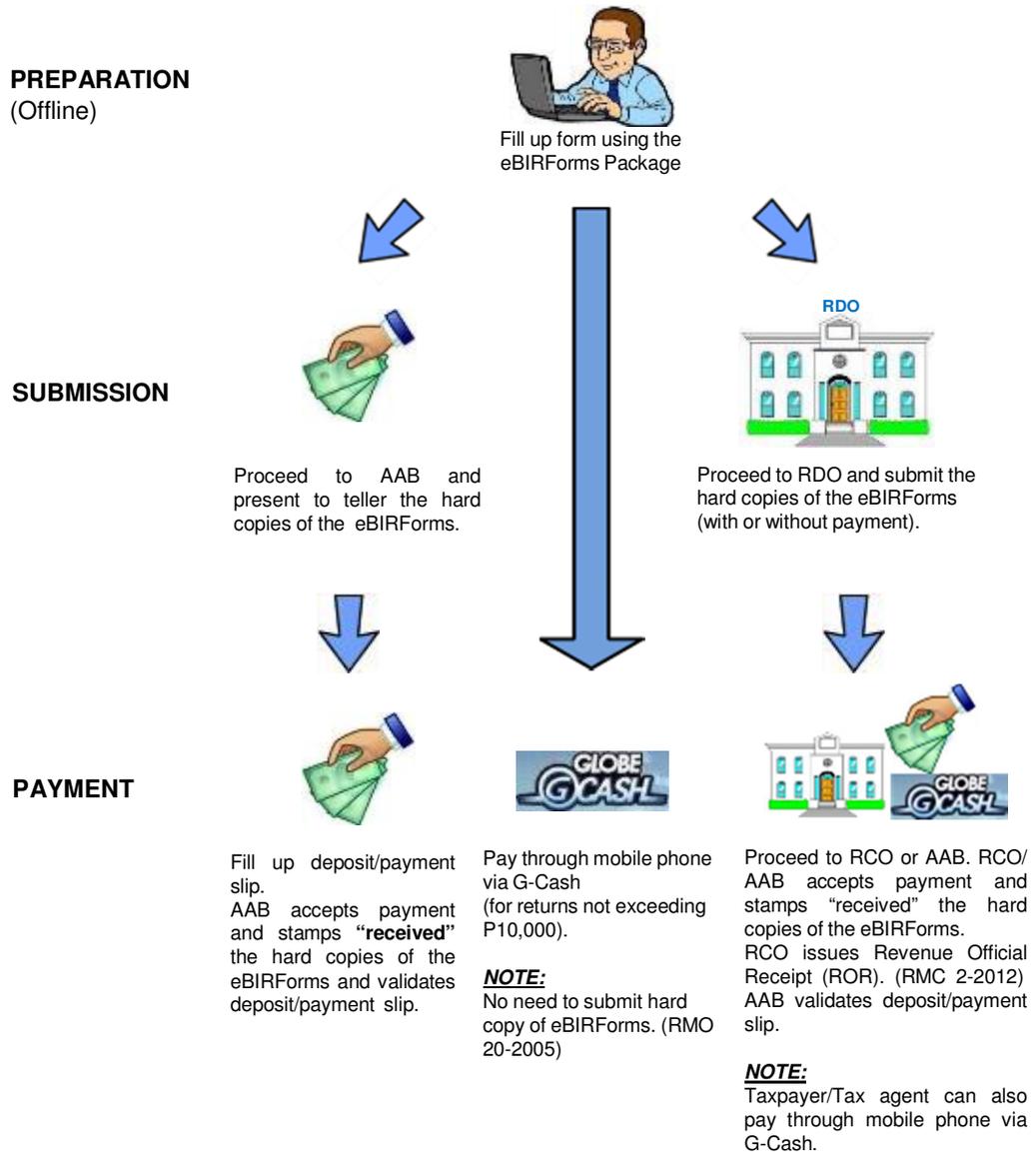
System Modules	Description
<b>Accomplish Tax Returns Module</b>	<p>This module allows users to accomplish form/s even without internet connection. The forms validate user inputs. Likewise, mathematical computations are seamlessly provided to minimize time and erroneous computations in filling out forms.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



	<p>accomplished forms.</p> <p>Upon validation of the form, users can 'Edit' or save a 'Final Copy' of the accomplished forms.</p>
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## 5.2. Tax Filing and Payment Process

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



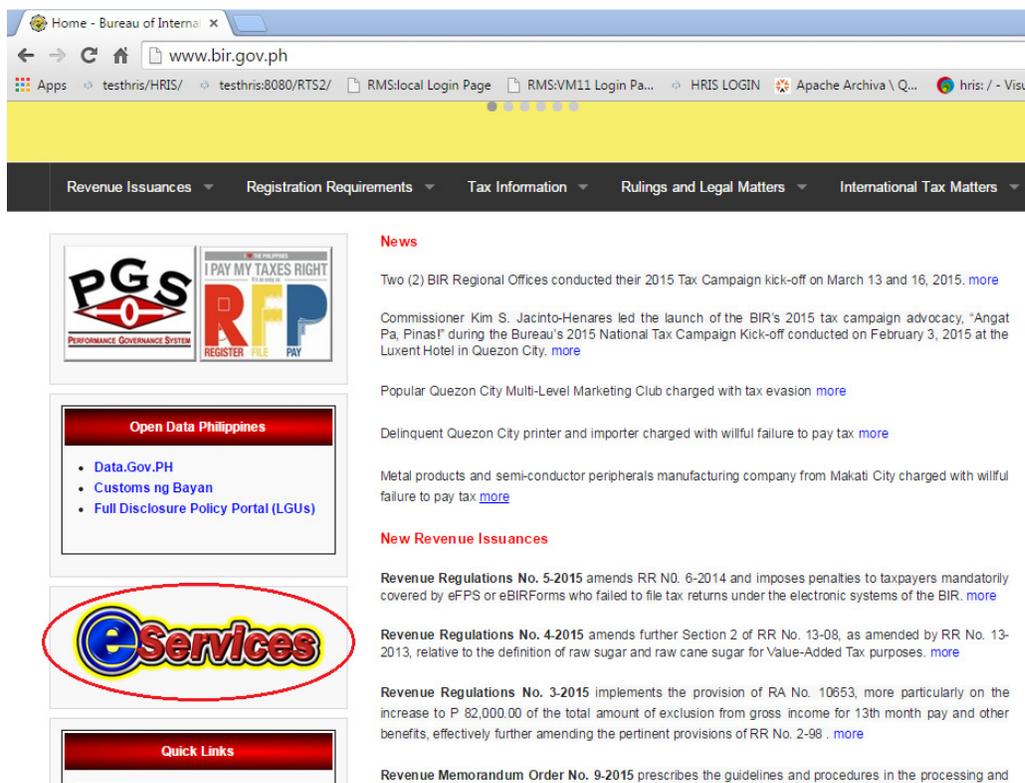


### 5.3. How to Download and Install the eBIRForms Package

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.

**Offline eBIRForms Package**

The Offline eBIRForms Package is a tax preparation software that allows taxpayers and ATAs to accomplish or fill up tax forms offline. Instead of the conventional manual process of filling up tax returns on pre-printed forms that is highly susceptible to human error, taxpayers/ATAs can directly encode data, validate, edit, save, delete, view, print and submit their tax returns. The package can do automatic computations and has the capability to validate information encoded by taxpayers/ATAs. After filling out the forms in this package, taxpayers/ATAs can submit it to the Online eBIRForms System.

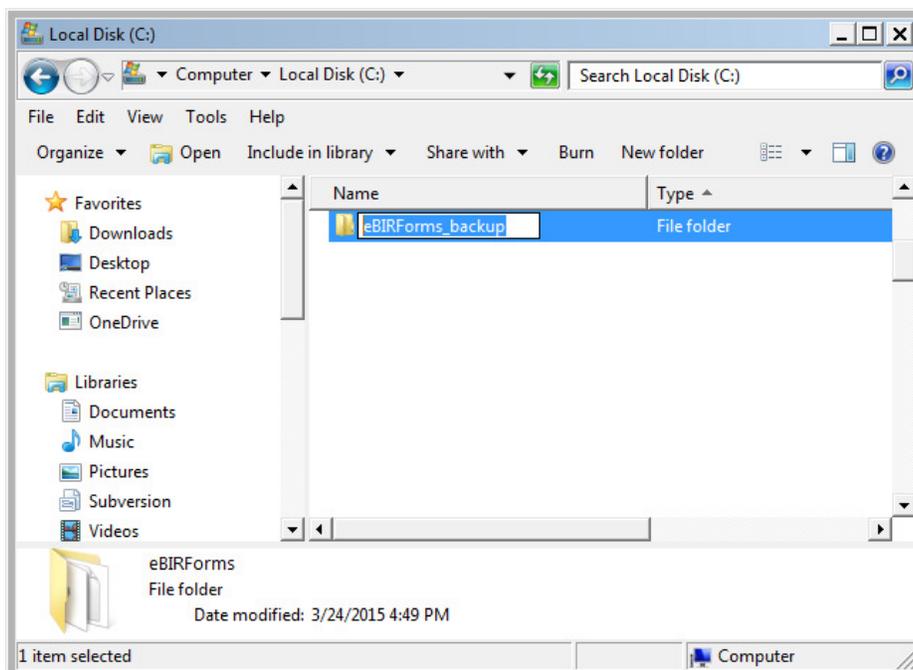
To download the Offline eBIRForms Package, [click here](#).

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.

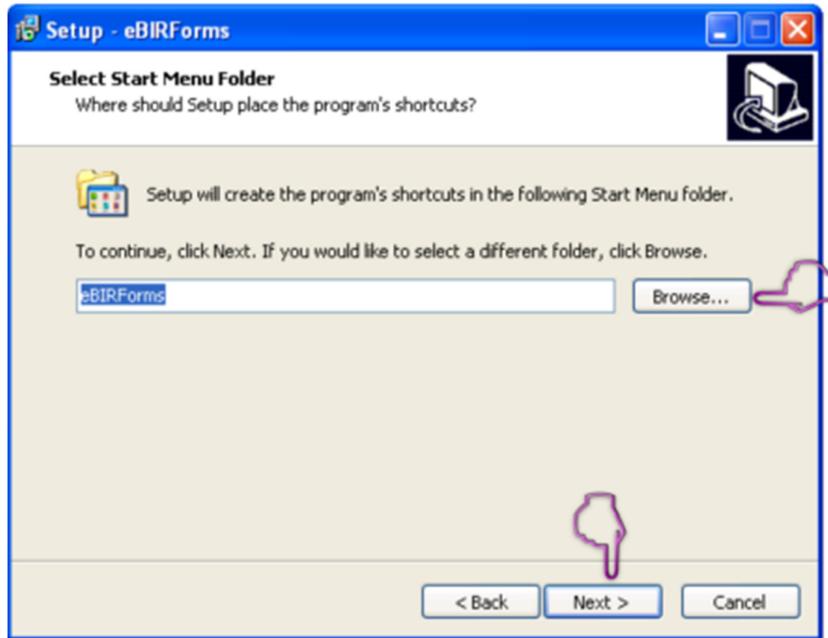


8. Click **'Yes'** in the User Account Control window that appears after clicking on the Offline eBIRForms Package setup.exe icon (applicable to operating system version higher than Windows XP).
9. Click **'Next.'**
10. Click **'Browse'** to select the location folder for the eBIRForms Package (default is drive C). Then click 'Next.'

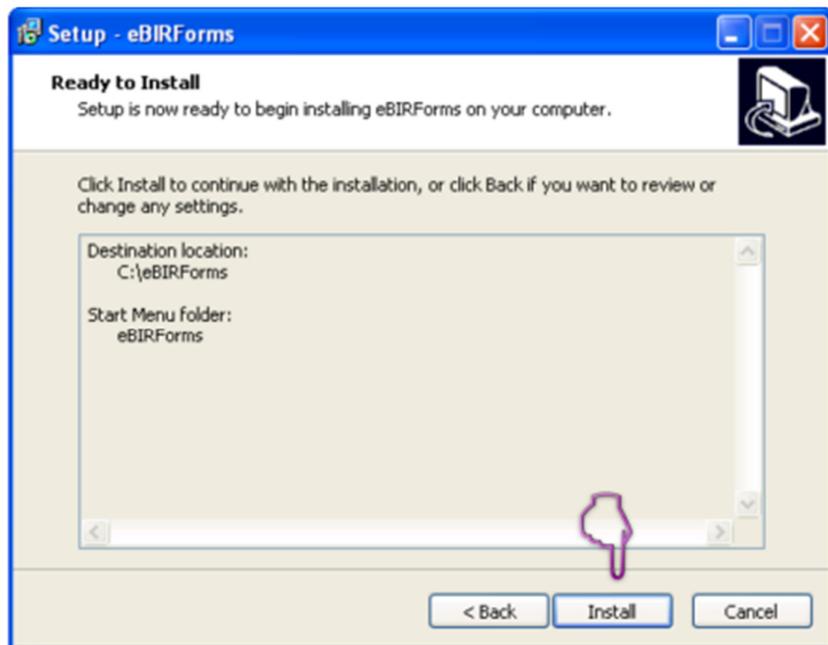




11. Click '**Browse**' to select the location of the eBIRForms Package shortcut (default is Start Menu folder). Then click '**Next**.'

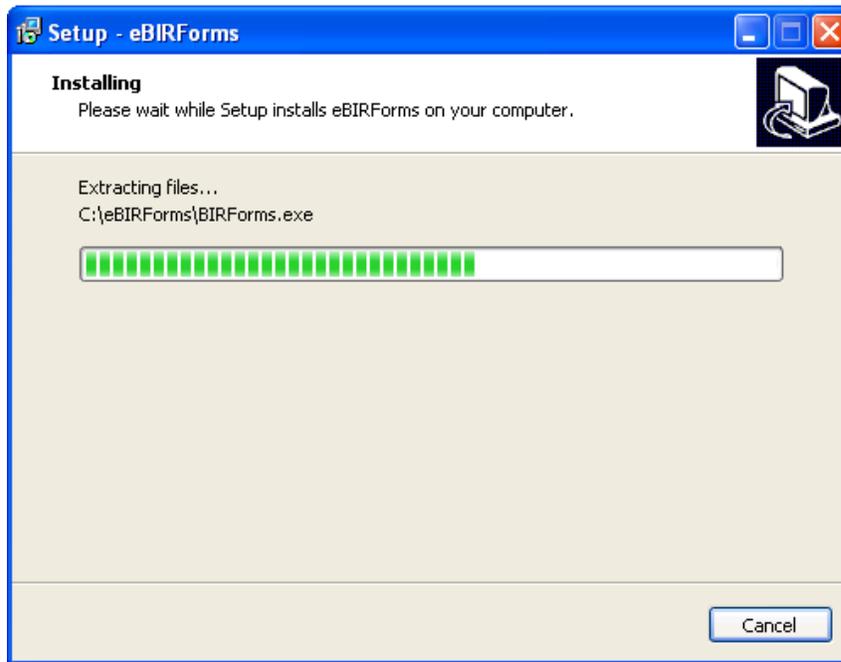


12. Click '**Install**.'

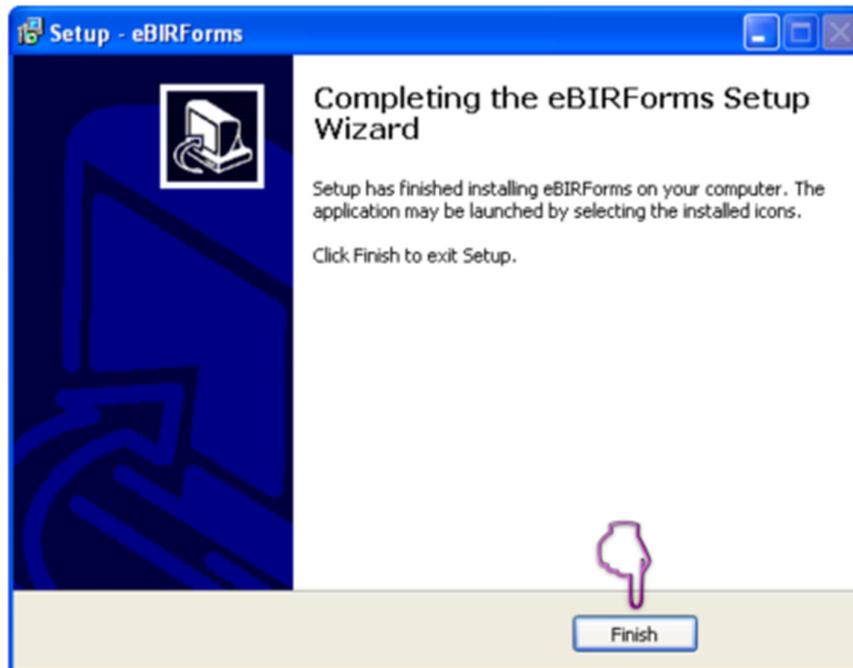




13. The following dialog box is displayed after clicking the 'Install' button.

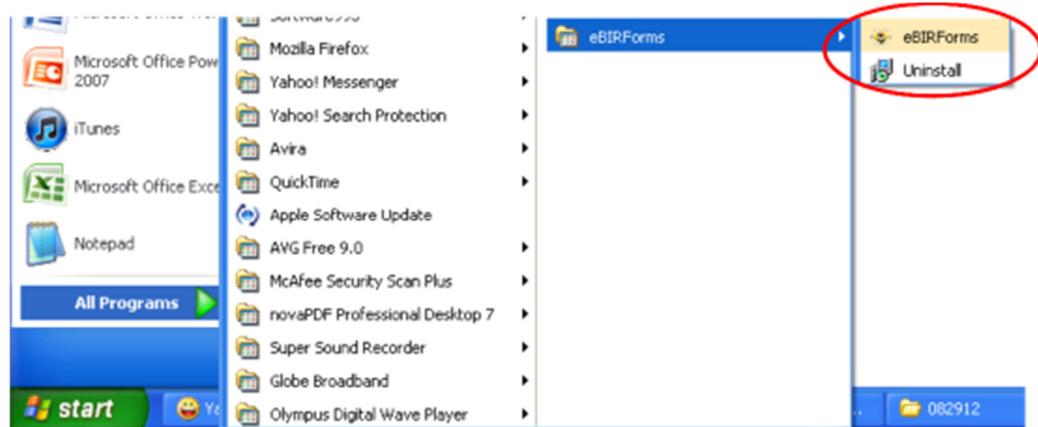


14. Click 'Finish' to complete the installation.





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.



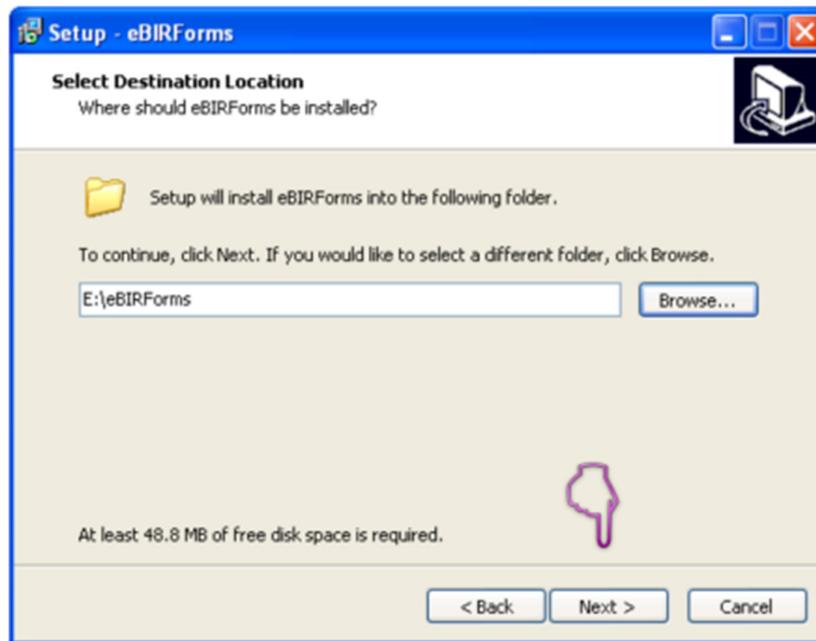
Offline  
eBIRForms  
Package setup



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

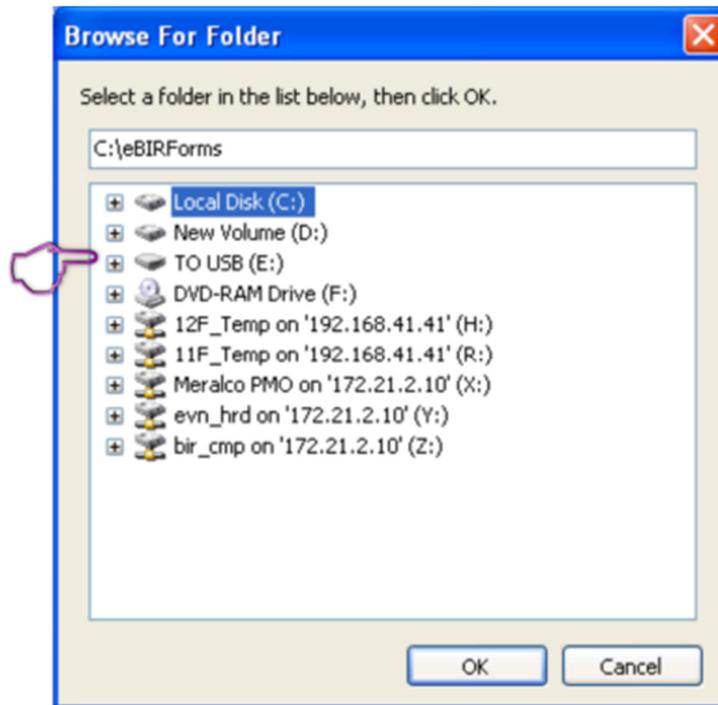


4. Click on '**Browse**' to look for the drive location of your USB flash drive (default is drive C).

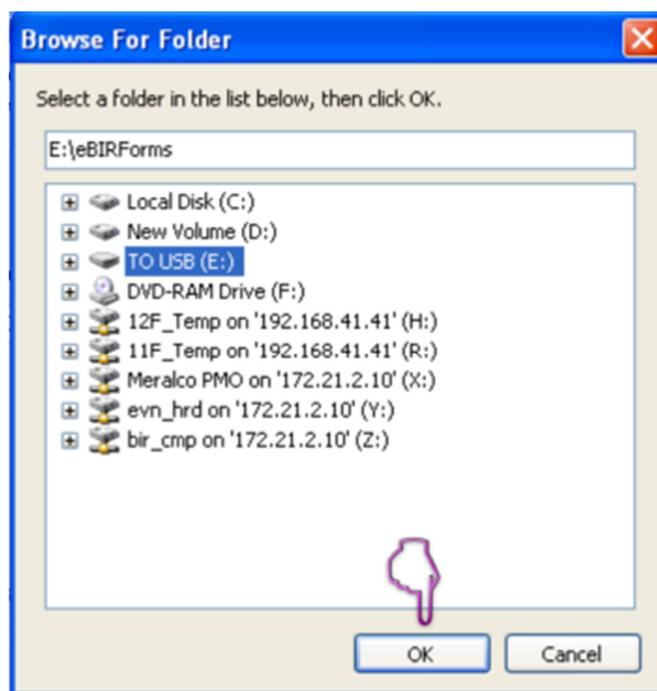




5. Select the USB folder or drive from the list displayed.

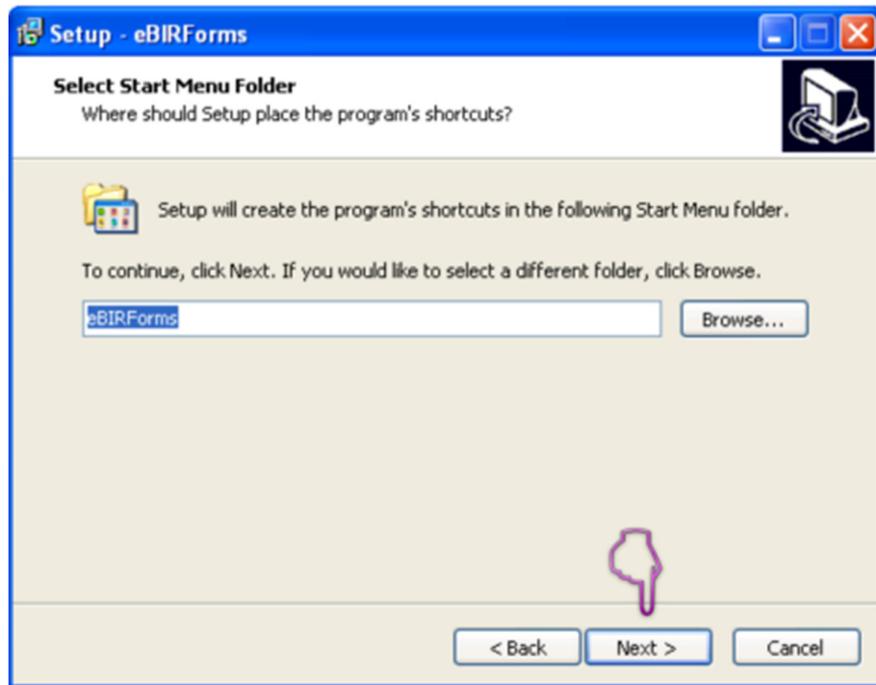


6. After selecting the USB drive, click 'OK.'

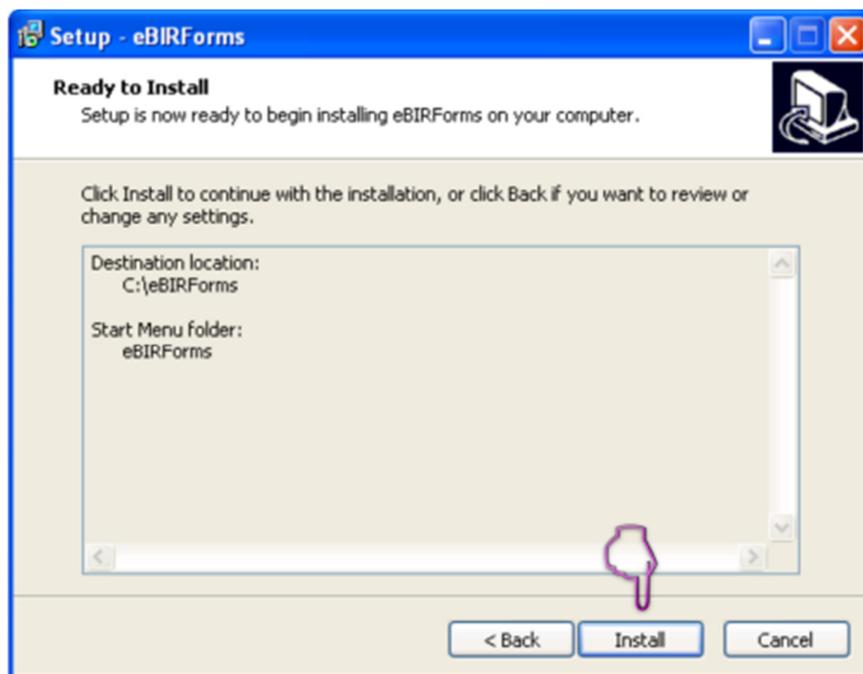




7. Click '**Browse**' to select the location of the eBIRForms Package shortcut (default is Start Menu folder). Then click '**Next.**'

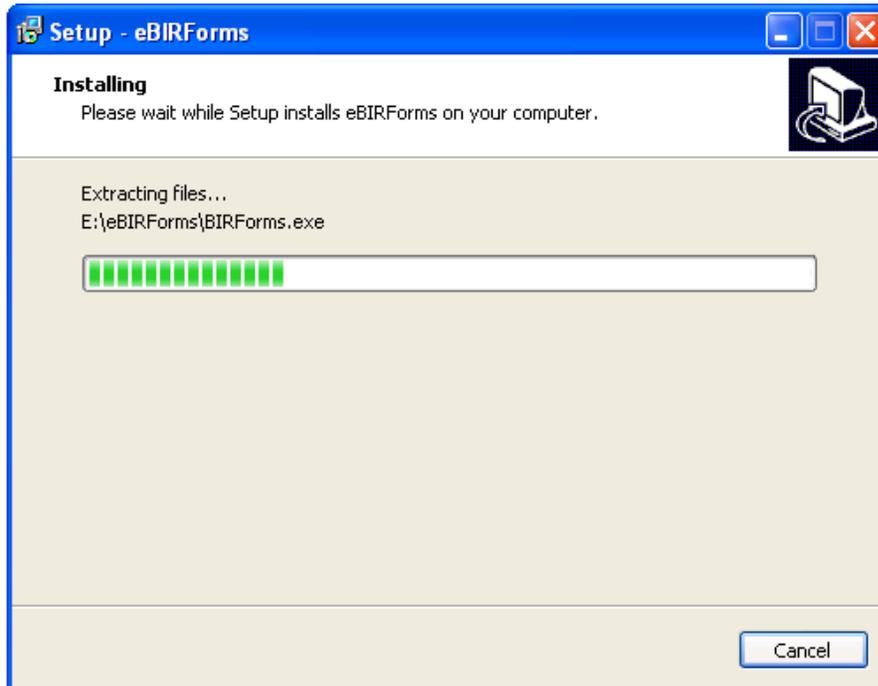


8. Click '**Install.**'

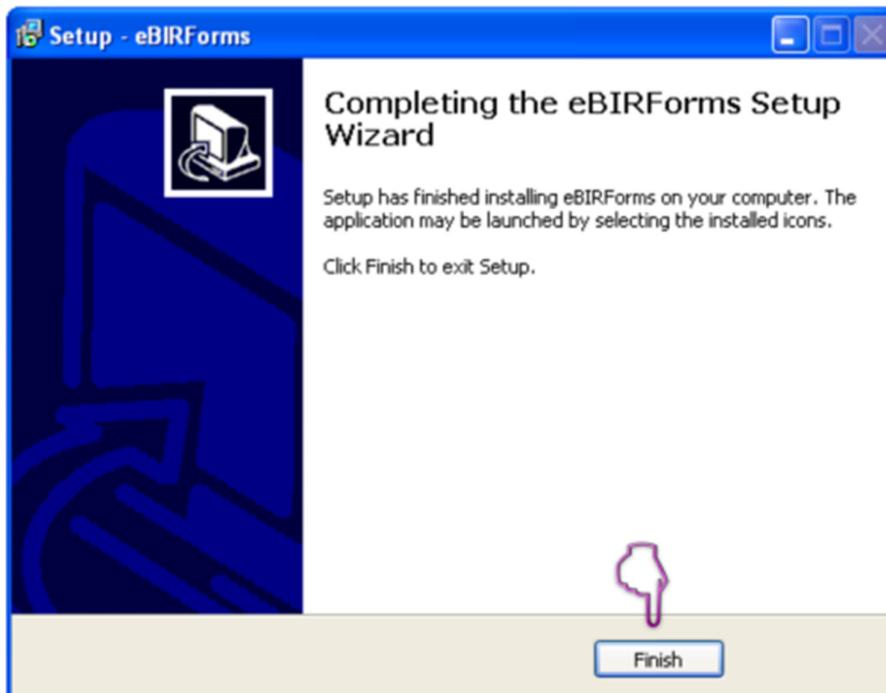




9. The following dialog box is displayed after clicking the **'Install'** button.

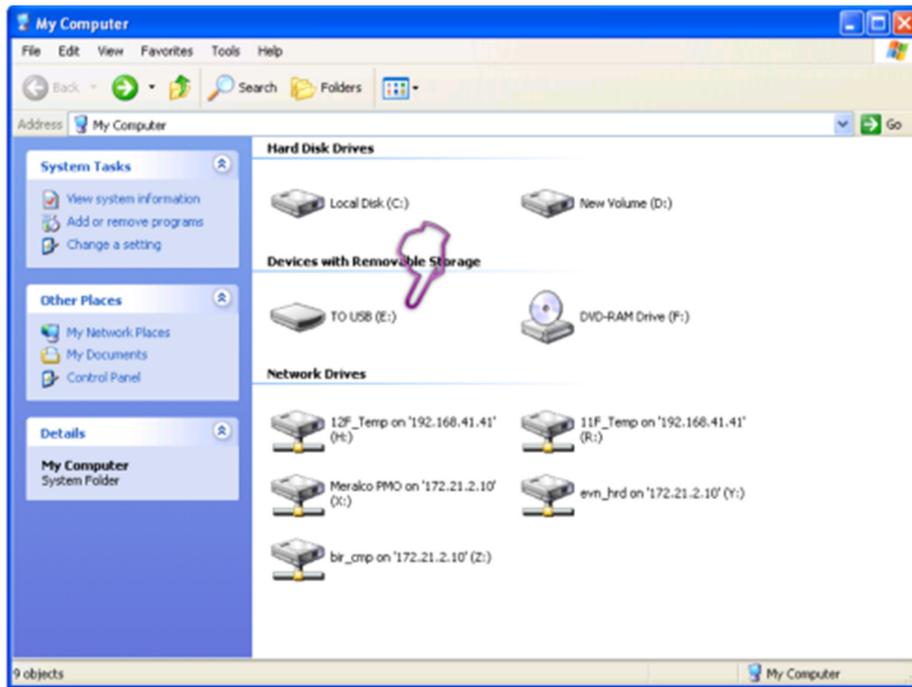


10. Click **'Finish'** to complete the installation.

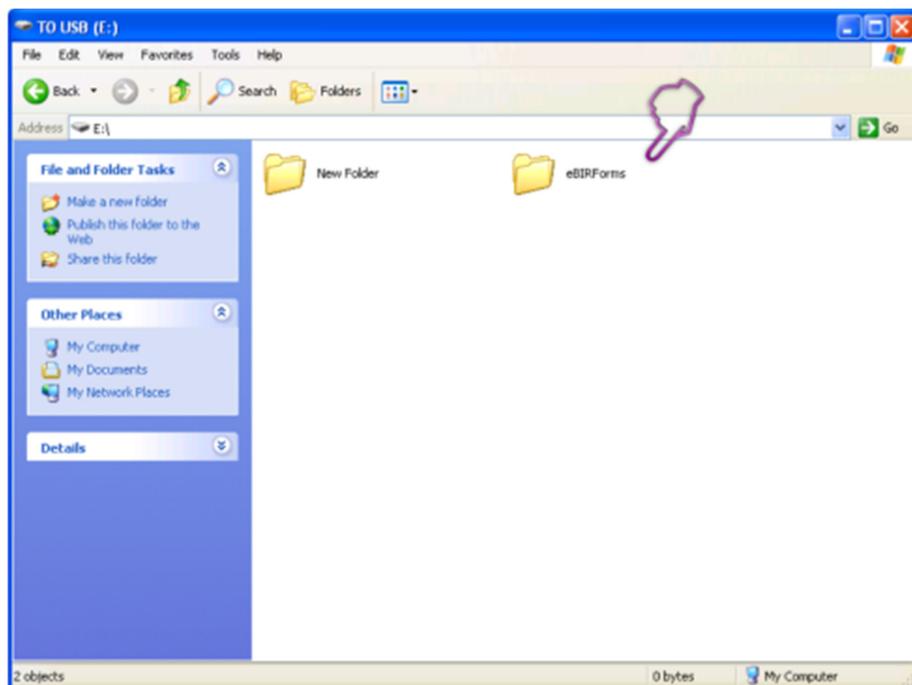




11. Go to My Computer, then click on the USB drive.

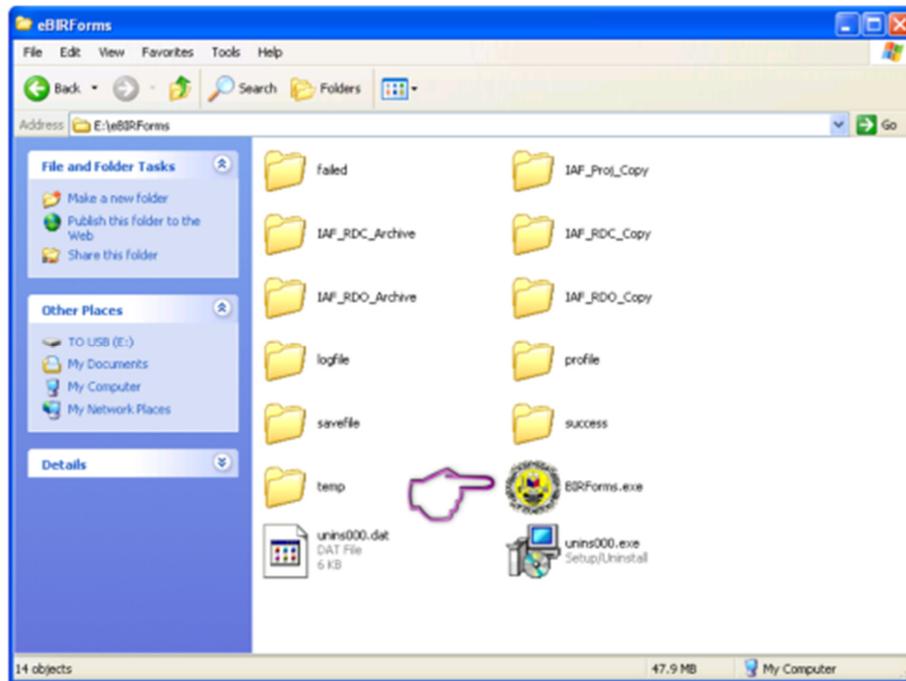


12. Double-click the eBIRForms folder to view the files located inside.





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



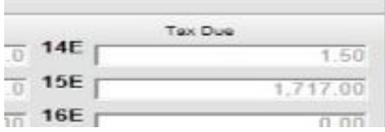
#### 5.4. How to Navigate Through the Form

- 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.

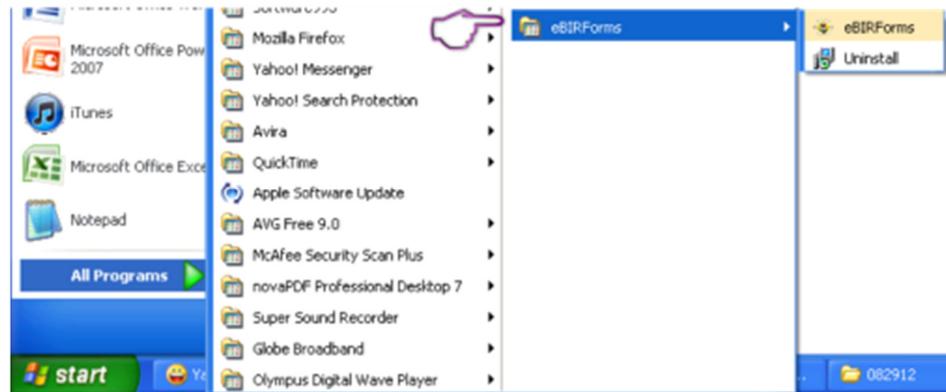


Computed Field		These are the boxes that are automatically computed based on the data entered by the user.
Hyperlink		These are the blue colored words or group of words that a user can click on to be directed to a new section in the system (e.g. Schedules, ATC, Tax Types).

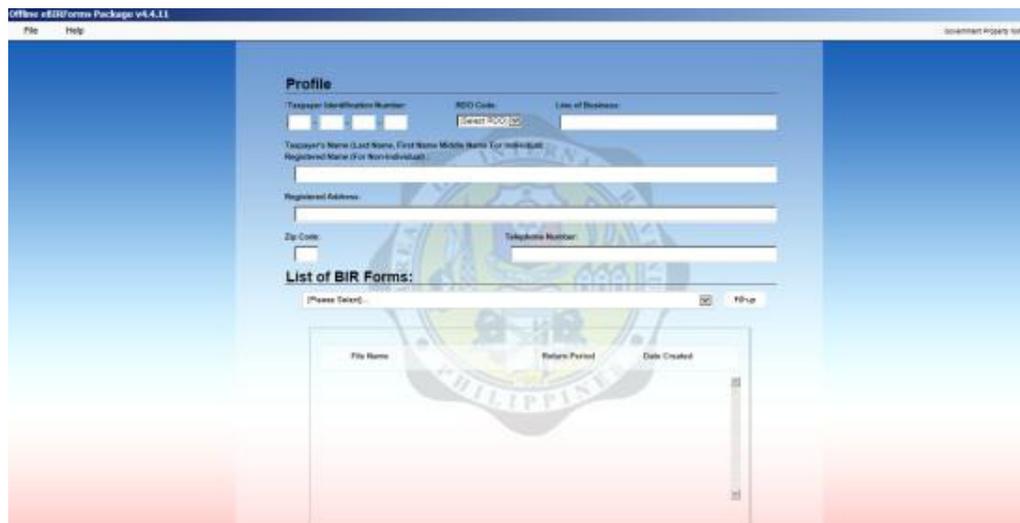
## 5.6. How to Use the eBIRForms Package Offline

### 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:



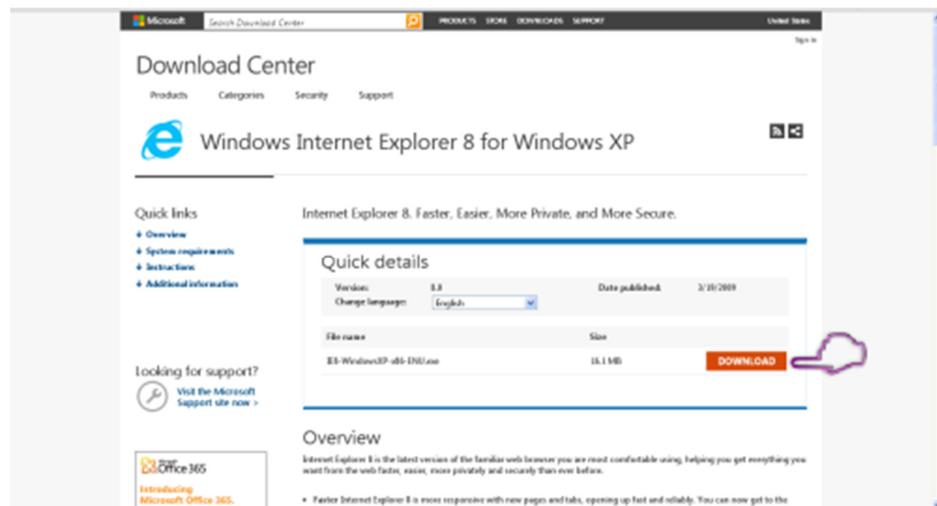


### 5.6.2. How to Install ActiveX Component

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<sup>1</sup>.



<sup>1</sup> This is just a sample browser that has the ActiveX Components.



5. Click 'No Thanks and Continue.'

**May we also suggest** ✕

Here are some additional downloads to enhance your experience with Microsoft products

File name	Size
<input type="checkbox"/> <b>Cumulative Security Update for Internet Explorer 8 for Windows XP (KB2618444)</b> This update addresses the vulnerability discussed in Microsoft Security Bulletin MS11-099.	18.1 MB <span>ⓘ</span>
<input type="checkbox"/> <b>Microsoft® Windows® Malicious Software Removal Tool (KB890830)</b> This tool checks your computer for infection by specific, prevalent malicious software (including Blaster, Sasser, and Mydoom) and helps to remove the infection if it is found. Microsoft will release an updated version of this tool on the second Tuesday of each month.	15.7 MB <span>ⓘ</span>
<input type="checkbox"/> <b>Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats</b> Install this compatibility pack if you would like to open, edit, and save documents, workbooks, and presentations that were created in the newer versions of Word, Excel, and PowerPoint.	37.8 MB <span>ⓘ</span>

**NO THANKS AND CONTINUE**

6. Wait until the download is complete.

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**Thank you for downloading**

**Windows Internet Explorer 8 for Windows XP**  
If your download does not start after 30 seconds, click here: [Start download](#)

ⓘ Instructions

1. Click the **Download** button on this page to start the download, or select a different language from the **Change language** drop-down list and click **Go**.
2. Do one of the following:
  - To start the installation immediately, click **Run**.
  - To save the download to your computer for installation at a later time, click **Save**.
  - To cancel the installation, click **Cancel**.

**For you**

**Get Windows 7 today**  
Choose the edition that's right for you.

**Microsoft Security Essentials**  
Protect your PC from viruses, spyware, and other malicious software.

**Windows Internet Explorer**  
Get the latest version of Windows Internet Explorer.

**Windows Intune**  
Secure and manage PCs

IE8-WindowsXP-x86-E...\_x86  
Starting...



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.





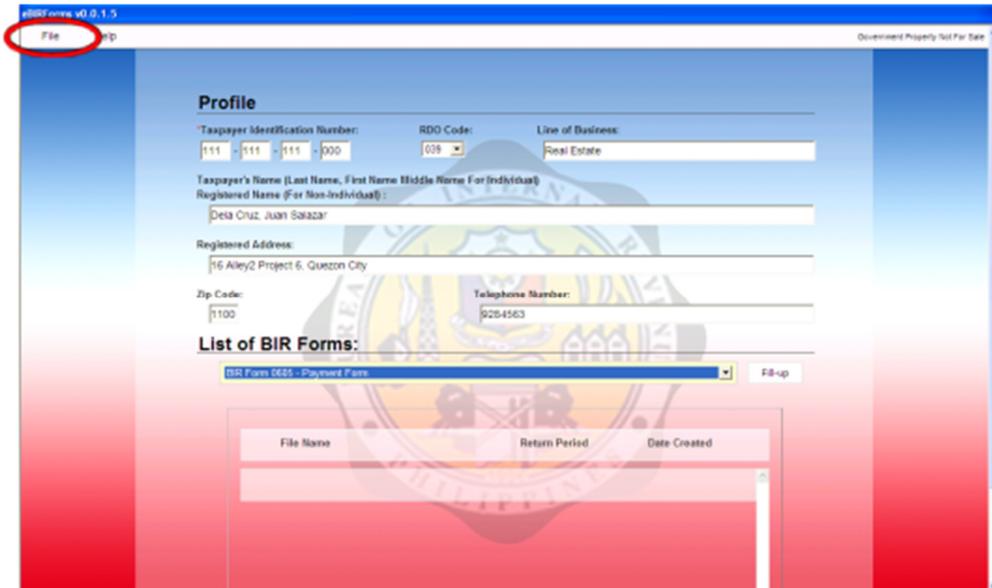
13. Make sure to save and close all other programs that are in use. Click 'Restart now (recommended).' Your computer will automatically restart. After reboot, the eBIRForms package should be ready to use.



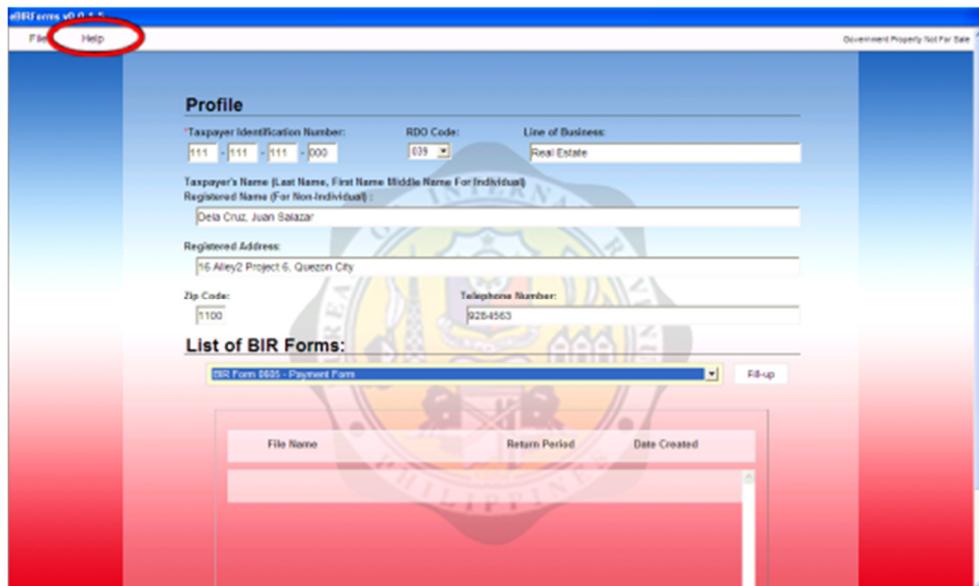


### 5.6.3. How to Fill up the Parent Screen

- **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

## GUIDE FOR eBIRFORMS PACKAGE

### Job Aid for Taxpayers



- 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.

A screenshot of the eBIRFORMS software interface. The window title is "eBIRFORMS v0.0.1.3". The interface shows a "Profile" form with the following fields: Taxpayer Identification Number (111-111-111-000), RDO Code (008), Line of Business (Real Estate), Taxpayer's Name (Last Name, First Name Middle Name For Individuals) (Dela Cruz, Juan Salazar), Registered Name (For Non Individuals), Registered Address (16 Alley2 Project 6, Quezon City), Zip Code (1100), and Telephone Number (9084563). Below the form is a "List of BIR Forms:" section with a dropdown menu showing "100 Form 065 - Payment Form" and a "Fill-up" button. At the bottom, there is a table with columns for "File Name", "Return Period", and "Date Created".



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

ual Incom	BIR Form 1601F - Monthly Remittance Return of Final Income Tax Withheld
	BIR Form 1602 - Monthly Remittance Return of Final Income Taxes Withheld
	BIR Form 1603 - Quarterly Remittance Return of Final Income Taxes Withheld
	BIR Form 1604CF - Annual Information Return of Income Taxes Withheld on Compensation
	BIR Form 1604E - Annual Information Return of Creditable Income Taxes Withheld
	BIR Form 1606 - ONETT Withholding Tax Return
	BIR Form 1700 - Annual Income Tax Return
Pre	BIR Form 1701Q - Quarterly Income Tax Return For Self-Employed Individuals, Estates and Trusts
	BIR Form 1702EX - Annual Income Tax Return (EXEMPT)
*Taxp	BIR Form 1702MX - Annual Income Tax Return (MIXED)
	BIR Form 1702RT - Annual Income Tax Return (REGULAR)
888	BIR Form 1702Q - Quarterly income Tax Return
	BIR Form 1704 - Improperly Accumulated Earnings Tax Return
Taxp	BIR Form 1706 - ONETT Capital Gains Tax Return (Capital Asset)
Regis	BIR Form 1707 - ONETT Capital Gains Tax Return (Shares of Stock Not Traded Through LSE)
	BIR Form 1800 - ONETT Donor's Tax Return
E	BIR Form 1801 - ONETT Estate Tax Return
	BIR Form 2000 - Documentary Stamp Tax Declaration/Return
Regis	BIR Form 2000OT - Documentary Stamp Tax Declaration/Return (one-time transactions)
	BIR Form 2200A - Excise Tax Return for Alcohol Products
UN	BIR Form 2200AN - Excise Tax Return for Automobiles and Non-Essential Goods
	BIR Form 2200M - Excise Tax Return for Mineral Products
	BIR Form 2200P - Excise Tax Return for Petroleum Products
Zip Co	BIR Form 2200T - Excise Tax Return for Tobacco Products
	BIR Form 2550M - Monthly Value-Added Tax Declaration
	BIR Form 2550Q - Quarterly Value-Added Tax Return
	BIR Form 2551Q - Quarterly Percentage Tax Return
Lis	BIR Form 2551M - Monthly Percentage Tax Return
	BIR Form 2552 - Percentage Tax Return on Stocks
	BIR Form 2553 - Percentage Tax Payable Under Special Laws

- **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

Profile

Taxpayer Identification Number: [111 - 111 - 111 - 000] RDO Code: [039] Line of Business: [Real Estate]

Taxpayer's Name (Last Name, First Name Middle Name For Individuals)  
Registered Name (For Non-Individuals): [Dela Cruz, Juan Salazar]

Registered Address: [16 Alley 2 Project 6, Quezon City]

Zip Code: [1100] Telephone Number: [925-4563]

List of BIR Forms:  
BIR Form 1605 - Payment Form

Fill-up

File Name	Return Period	Date Created



- **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.

The screenshot shows the eBIRForms v0.0.1.5 interface. The 'Profile' section contains fields for Taxpayer Identification Number (111-111-111-000), RDO Code (039), Line of Business (Real Estate), Taxpayer's Name (Dela Cruz, Juan Salazar), Registered Address (16 Alley2 Project 6, Quezon City), Zip Code (1100), and Telephone Number (9284563). Below this is the 'List of BIR Forms' section with a dropdown menu set to 'BIR Form 0025 - Payment Form' and a 'Fill-up' button. A table below the dropdown has three columns: 'File Name', 'Return Period', and 'Date Created'. The 'File Name' column header is circled in red.

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

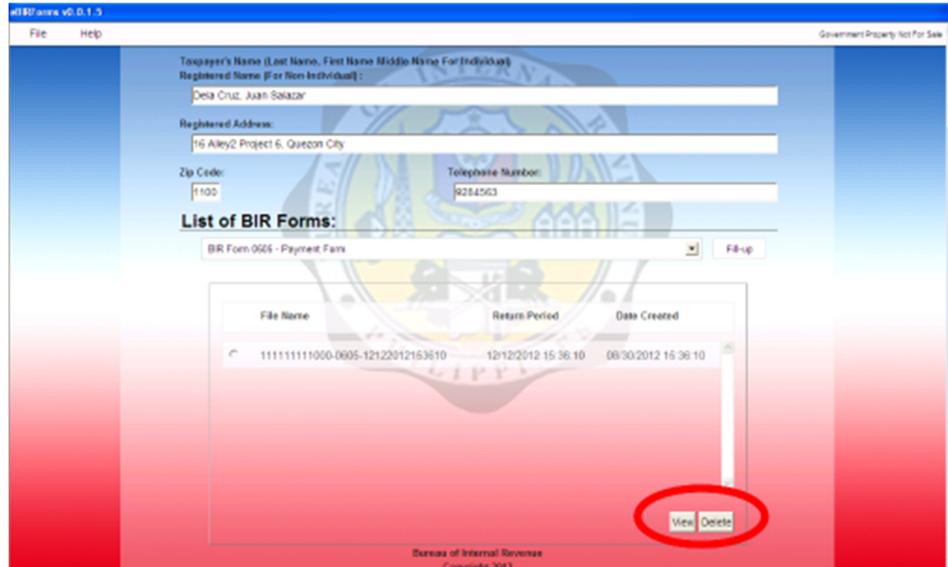
This screenshot is identical to the previous one, showing the same eBIRForms v0.0.1.5 interface. In this view, the 'Return Period' and 'Date Created' column headers in the table below the dropdown are circled in red.

# GUIDE FOR eBIRFORMS PACKAGE

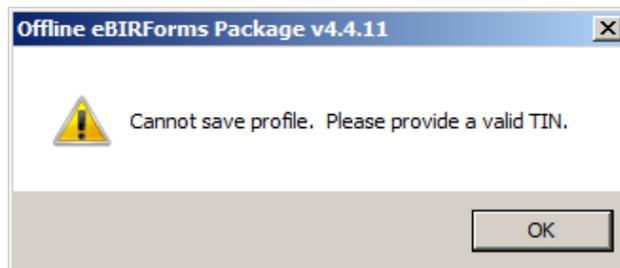
## Job Aid for Taxpayers



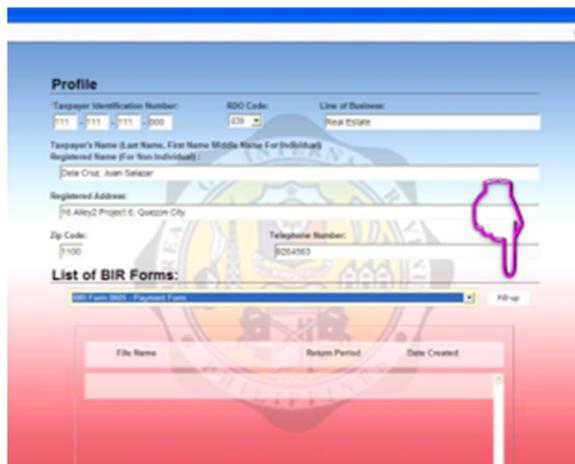
- **View** allows user to view saved forms
- **Delete** allows user to delete saved forms



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.



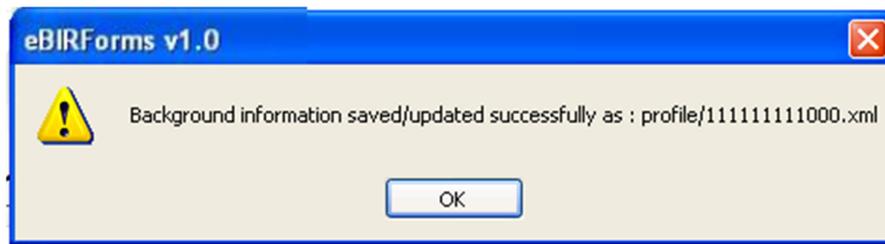
16. Select form to be filled up from the List of BIR Forms. Click 'Fill-up.'



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

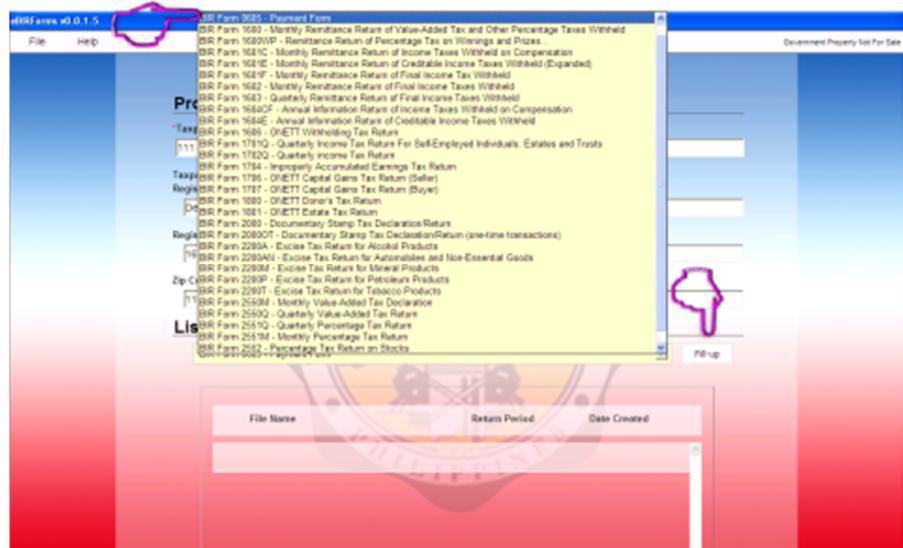


- Upon clicking the Fill-up button a message box will appear, saying that the profile entered is successfully saved in the computer.



### 5.6.4. How to Fill Up a Form

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



- You will be directed to the form screen.

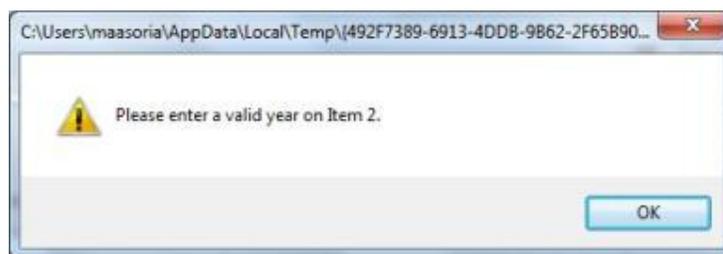




3. Fill-up all mandatory and necessary fields in the form.
4. Select an ATC and Tax Type by clicking the radio button.

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

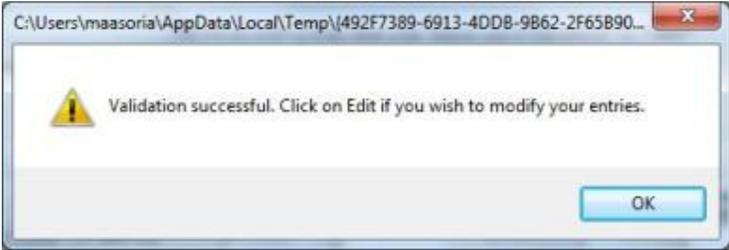
5. After filling up the form, the user may do any of the following:
  - Validate
    - Upon clicking the 'Validate' button, the system will validate the mandatory fields. A message box will appear, informing the user of the input fields that need to be filled out before successful validation. Click 'OK'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



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

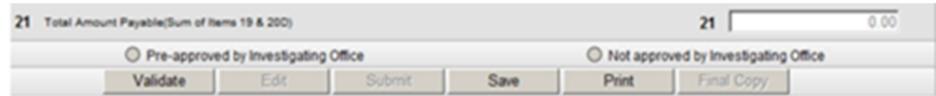
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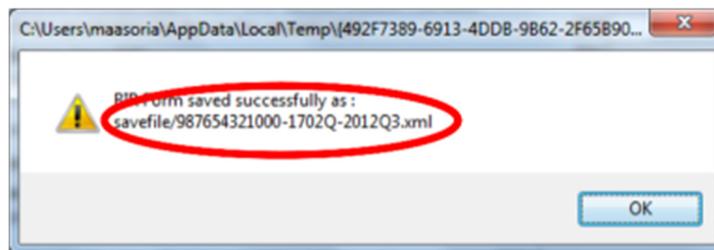




- Edit
  - This command button is only enabled upon successful validation.
  - Allows the user to edit the information that has been validated by the system.



- 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.

Part II		Computation of Tax					
19	Basic Tax/Deposit/Advance Payment				19	0.00	
20	Add: Penalties						
	Surcharge	Interest	Compromise				
20A	0.00	20B	0.00	20C	0.00	20D	0.00
21	Total Amount Payable(Sum of Items 19 & 20D)				21	0.00	
<input type="radio"/> Pre-approved by Investigating Office <input type="radio"/> Not approved by Investigating Office							
Validate		Edit	Submit	Save	Print	Final Copy	

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.

Profile

Taxpayer Identification Number: 111 - 111 - 111 - 000 RDO Code: 039 Line of Business: Real Estate

Taxpayer's Name (Last Name, First Name Middle Name For Individual)  
Registered Name (For Non-Individual):  
Dela Cruz, Juan Salazar

Registered Address:  
16 Alley2 Project 6, Quezon City

Zip Code: 1100 Telephone Number: 9284563

List of BIR Forms:  
BIR Form 0605 - Payment Form Fill-up

File Name	Return Period	Date Created
-----------	---------------	--------------

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

Taxpayer's Name (Last Name, First Name Middle Name For Individual)  
Registered Name (For Non-Individual):  
Dela Cruz, Juan Salazar

Registered Address:  
16 Alley2 Project 6, Quezon City

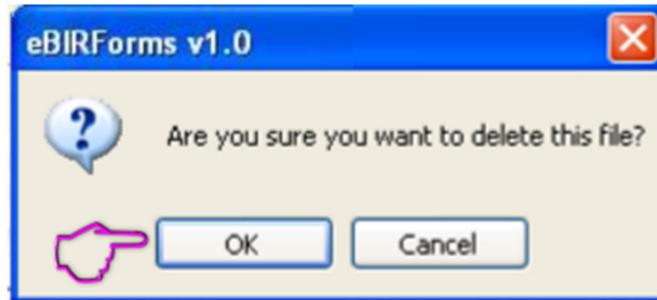
Zip Code: 1100 Telephone Number: 9284563

List of BIR Forms:  
BIR Form 0605 - Payment Form Fill-up

File Name	Return Period	Date Created
11111111000-0605-12122012153610	12/12/2012 15:36:10	08/30/2012 15:36:10

View Delete

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.

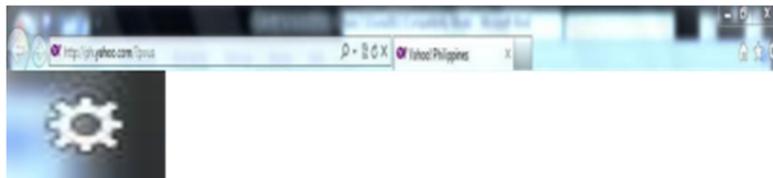


## 5.7. How to Print and Sign the Form

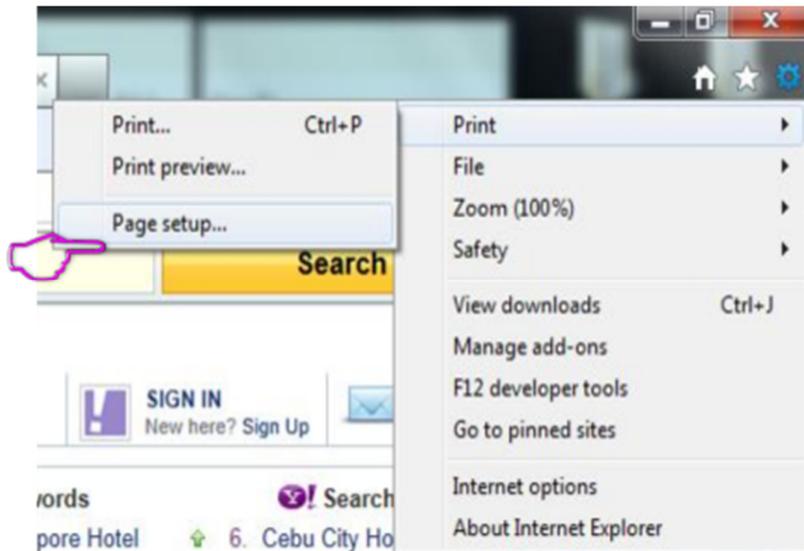
1. Click on the Internet Explorer Icon to adjust print settings.



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.

A screenshot of the 'Page Setup' dialog box in a software application. The dialog is titled 'Page Setup' and has a close button (X) in the top right corner. It is divided into several sections: 'Paper Options' with a 'Page Size' dropdown set to 'A4', radio buttons for 'Portrait' (selected) and 'Landscape', a checkbox for 'Print Background Colors and Images' (unchecked), and a checked checkbox for 'Enable Shrink-to-Fit'. 'Margins (inches)' are set to 0.75 for Left, Top, and Bottom. A preview window shows a document with a dashed border. 'Headers and Footers' are all set to '-Empty-'. A 'Change Font' button is located below the header/footer fields. 'OK' and 'Cancel' buttons are at the bottom right.

5. Printer Setting:

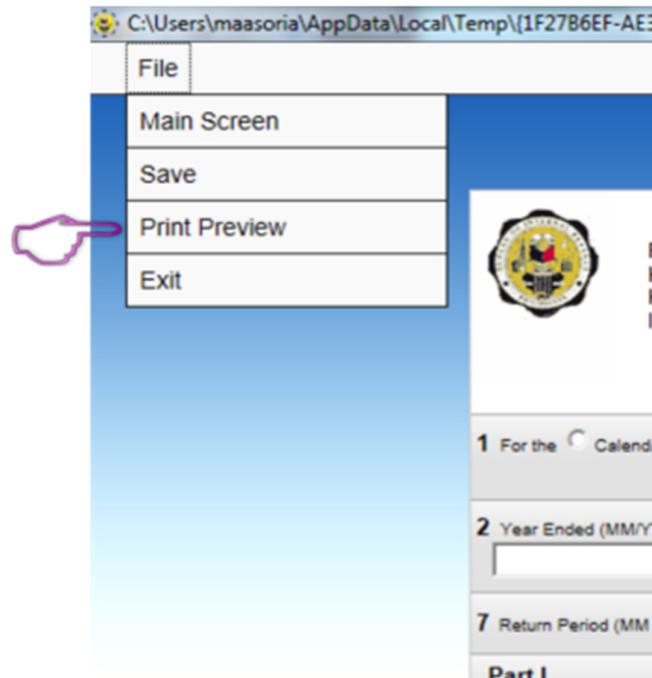
- Page Size is A4
- Default Margin must be set to default (Left: 0.75 inch, Right: 0.75 Top: 0.75, Bottom: 0.75 inches).
- Check 'Enable Shrink-to-fit.'
- All headers and footers must be empty.

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

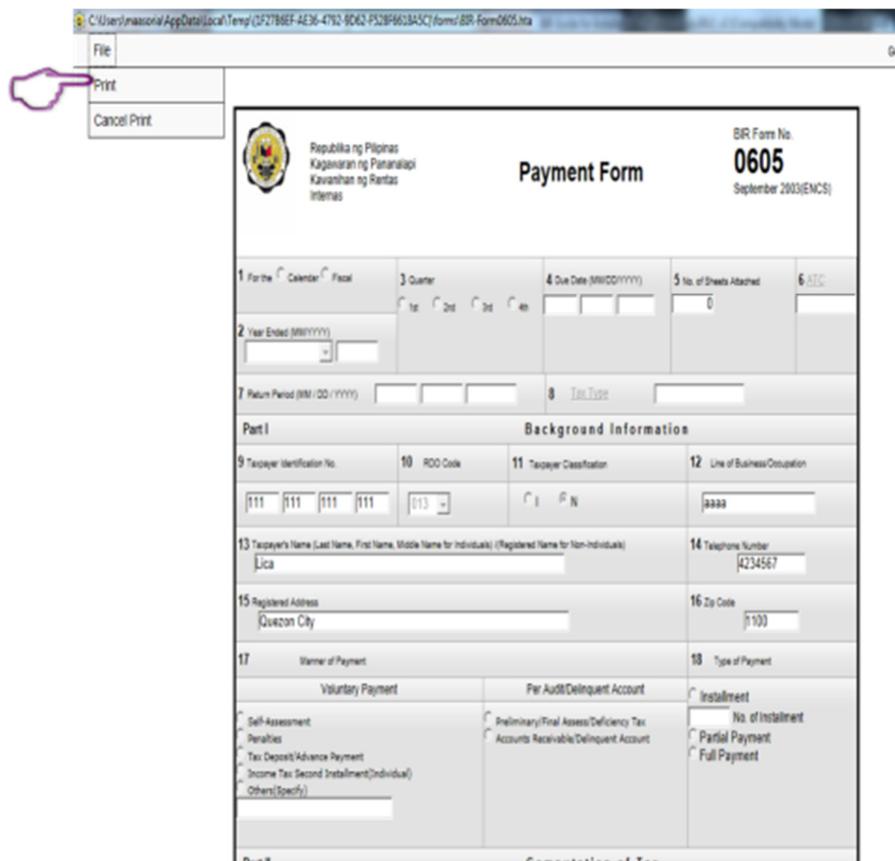
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- Go to the specific form to be printed from the eBIRForms Package then click 'Print Preview' from the menu bar.

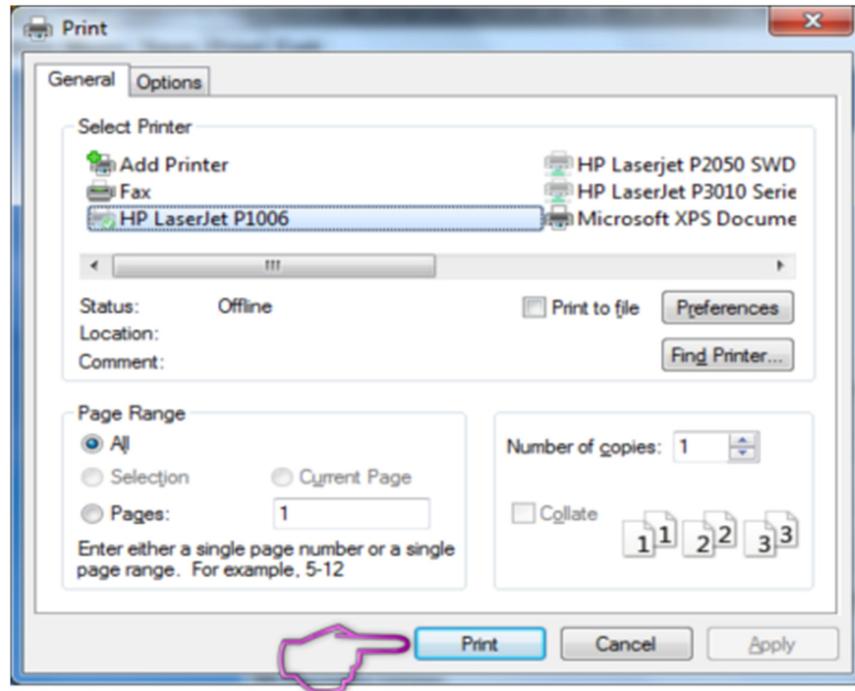


- From the menu bar of the Print Screen select 'Print.'





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.

RR Form No. 2305-M

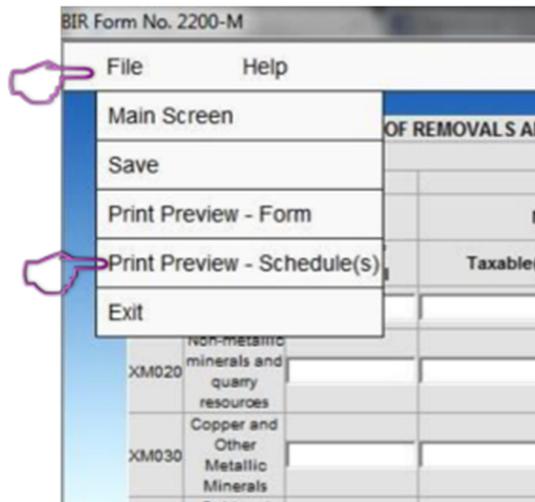
File Government Property Not For Sale

**SCHEDULE 1 - SUMMARY OF REMOVALS AND EXCISE TAX DUE ON MINERAL PRODUCTS CHARGEABLE AGAINST PAYMENTS**

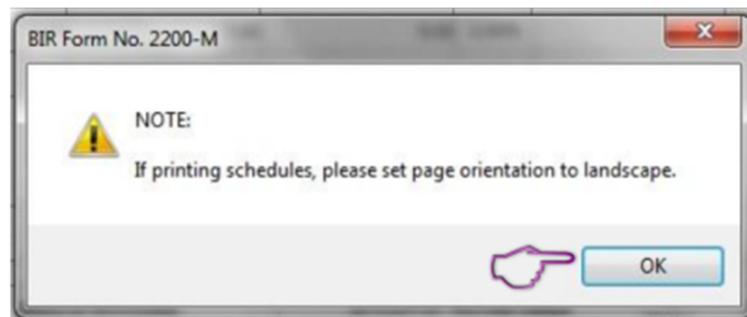
ATC Description	Place of Removal	Volume of Mineral Removal		Preprocessed			Final			Adjust
		Taxable(A)	Exempt(B)	Actual/Fair Market Value	Tax Rate	Tax Due	Actual/Fair Market Value	Tax Rate	Tax Due	
03410 Coal		0.00	0.00	0.00	0.00 10.00%	0.00	0.00	0.00 10.00%	0.00	0.00
03420 Petroleum and Gas		0.00	0.00	0.00	0.00 2.00%	0.00	0.00	0.00 2.00%	0.00	0.00
03430 Other Minerals		0.00	0.00	0.00	0.00 2.00%	0.00	0.00	0.00 2.00%	0.00	0.00
03440 Stone and Gravel		0.00	0.00	0.00	0.00 2.00%	0.00	0.00	0.00 2.00%	0.00	0.00
03450 Industrial Petroleum		0.00	0.00	0.00	0.00 0.00%	0.00	0.00	0.00 0.00%	0.00	0.00
03460 Natural Gas		0.00	0.00	0.00	0.00 0.00%	0.00	0.00	0.00 0.00%	0.00	0.00
03470 Natural Gas (Liquefied)		0.00	0.00	0.00	0.00 0.00%	0.00	0.00	0.00 0.00%	0.00	0.00
<b>(Others (Please Specify))</b>										
ATC	Description	Place of Removal	Taxable(A)	Exempt(B)	Actual/Fair Market Value	Tax Rate	Tax Due	Actual/Fair Market Value	Tax Rate	Tax Due
1			0.00	0.00	0.00	0.00 0.00%	0.00	0.00 0.00%	0.00	0.00
<b>TOTAL TAX DUE</b>										



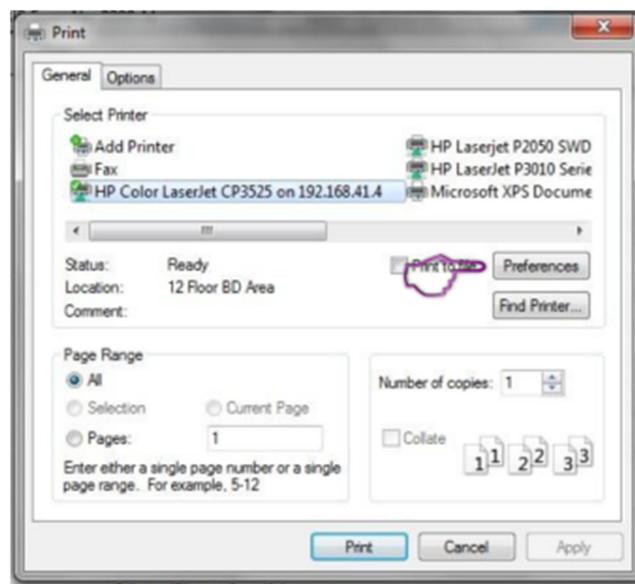
2. After completing 'Schedule 1', click 'File', then 'Print Preview – Schedule(S).'



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

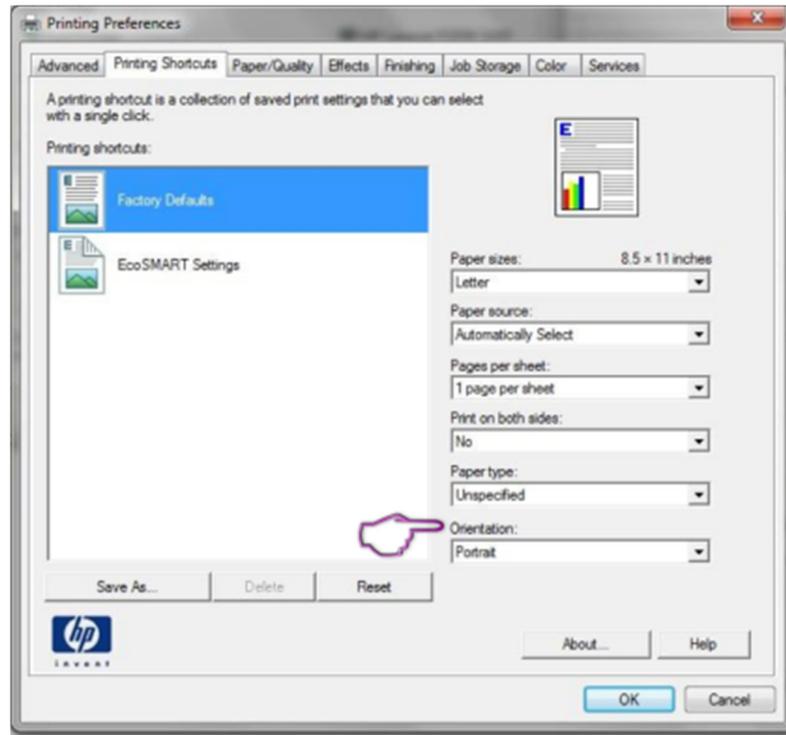


4. Click 'Preferences.'





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.

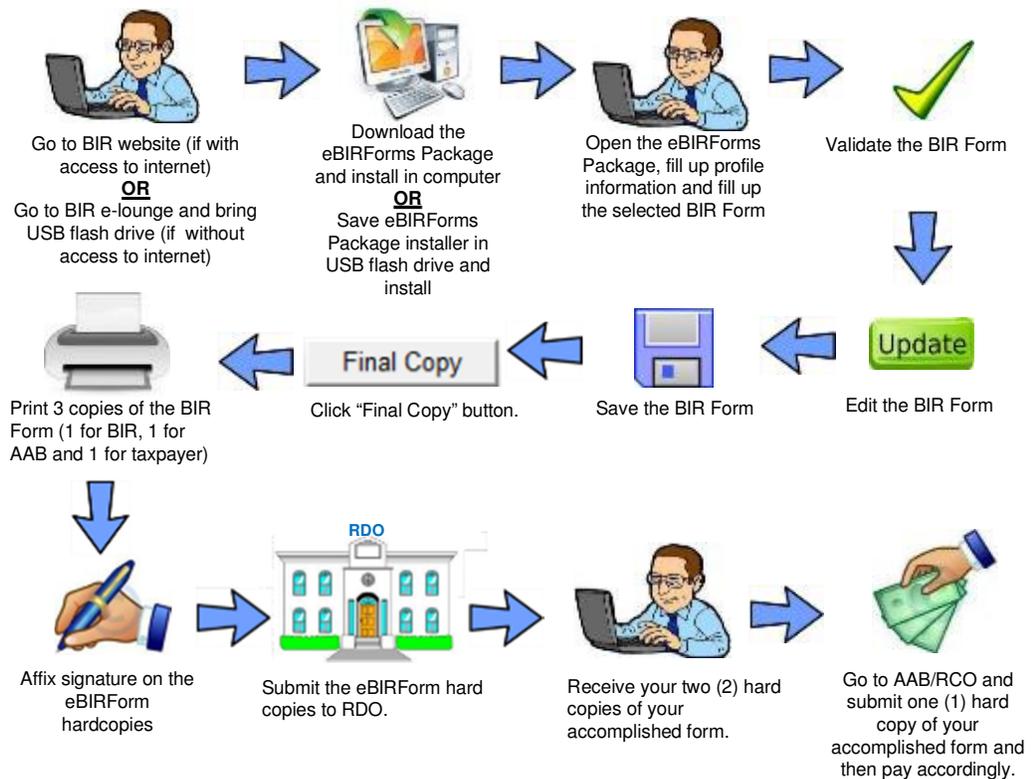
Part II		Computation of Tax					
19	Basic Tax/Deposit/Advance Payment				19	0.00	
20	Add: Penalties						
	Surcharge	Interest	Compromise				
20A	0.00	20B	0.00	20C	0.00	20D	0.00
21	Total Amount Payable(Sum of Items 19 & 20D)				21	0.00	
<input type="radio"/> Pre-approved by Investigating Office		<input type="radio"/> Not approved by Investigating Office					
Validate		Edit	Submit	Save	Print	Final Copy	



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

**a) With Manual Payment**

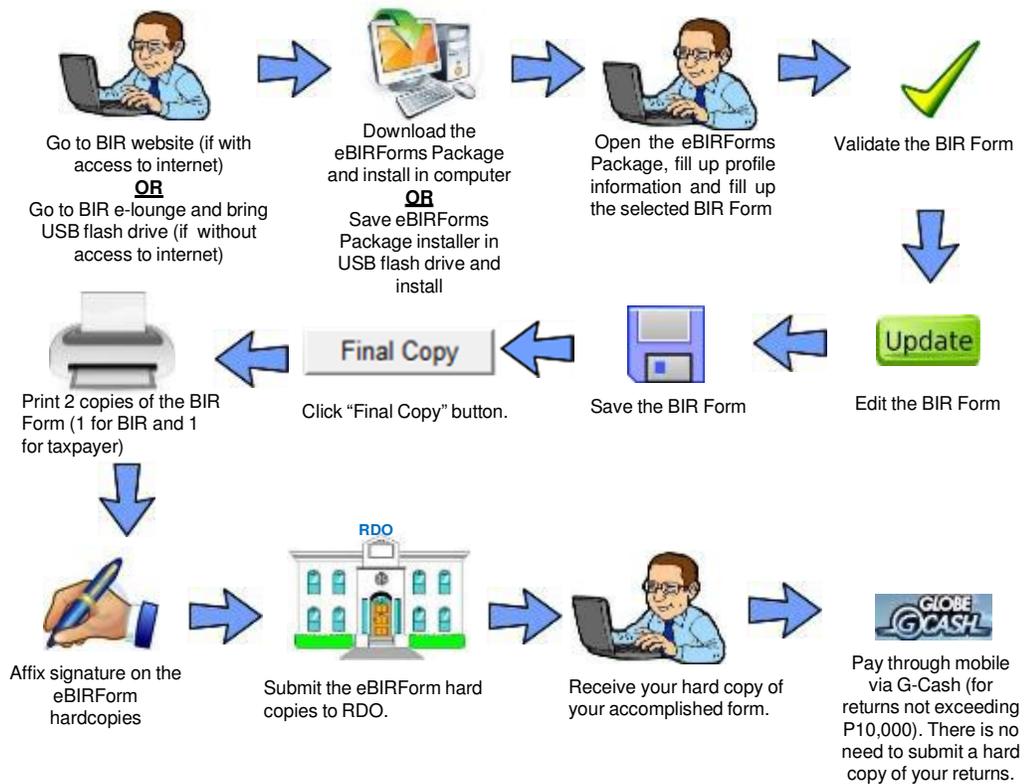
- i) Print **three (3) hard copies** to be distributed as follows: 1 for BIR, 1 for AAB and 1 for taxpayer.
- ii) Receive checked two (2) hard copies of accomplished form from the RDO.
- iii) Proceed to AAB or RCO and present one (1) hard copy of your accomplished form and pay accordingly.





**b) With Electronic Payment**

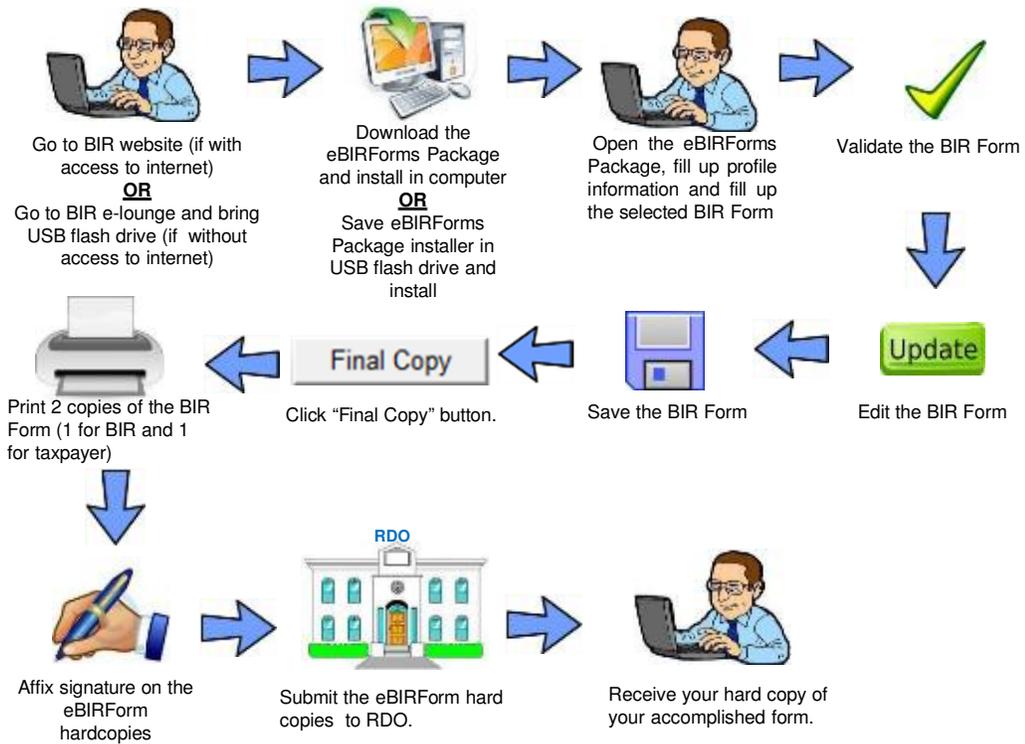
- i) Print two (2) hard copies to be distributed as follows: 1 for BIR and 1 for taxpayer.
- ii) Receive checked hard copy of accomplished form from the RDO.
- iii) Follow existing procedures (RMO 20-2005) for mobile payment through G-Cash (for returns not exceeding P10,000).





**c) Without Payment**

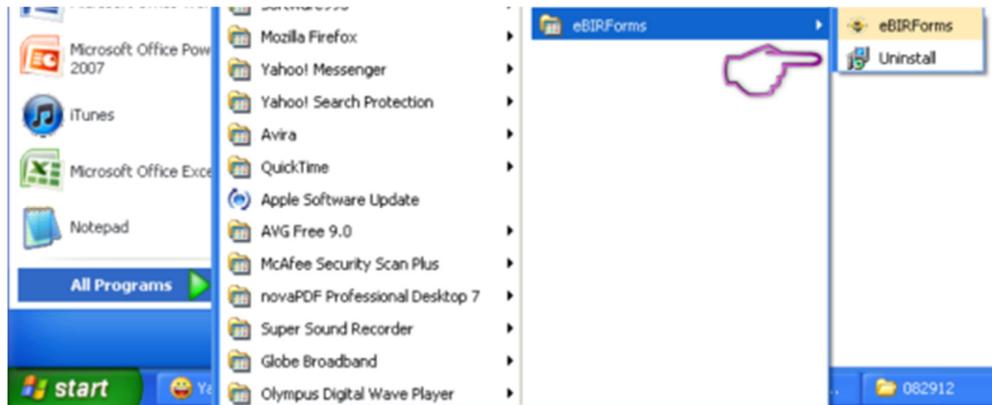
- i) Print two (2) hard copies to be distributed as follows: 1 for BIR and 1 for taxpayer.
- ii) Receive checked hard copy of accomplished form from the RDO.





## 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?	<p>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.</p> <p>The eBIRForms project will be fully implemented by December 2012.</p> <p>Temporarily, while the eBIRForms Filing Infrastructure is under development, there will be manual (hard copy) submission of accomplished forms.</p>
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?	<p>The PDF eBIRForms are the temporary solution for the Annual ITR forms.</p> <p>The eBIRForms package contains the remaining forms. Eventually, the Annual ITR forms will become part of the eBIRForms package.</p>
How do I download the eBIRForms?	<p>If you have internet connection:</p> <ul style="list-style-type: none"> <li>• Go to the BIR website at <a href="http://www.bir.gov.ph">www.bir.gov.ph</a>. Click on eServices link, then select eBIRForms. Under Offline eBIRFormsPackage, click the download link at the bottom portion.</li> </ul> <p>If you do not have internet connection:</p> <ul style="list-style-type: none"> <li>• Go to a BIR e-lounge and bring your USB flash drive.</li> <li>• Save eBIRForms Package installer from the e-lounge computer.</li> </ul>
What are the system requirements?	<ol style="list-style-type: none"> <li>1. Supported Operating System: Windows Vista or Windows 7;</li> <li>2. Hard disk drive space needed: at least 70 MB free space;</li> <li>3. RAM memory needed: Runs best on 2GB or higher ActiveX components via Internet Explorer version 9 or 10;</li> <li>4. eBIRForms Package is best viewed in 1152 x 864 screen resolution.</li> </ol>
What program do I use to open the eBIRForms?	<p>For the Annual ITR Forms, use PDF-XChange Viewer. A link to this free software will also be available in the Instructional Guide.</p> <p>For the remaining forms, just download and install the eBIRForms package.</p>

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Question	Answer
<p>What is the difference between the current downloadable forms and the eBIRForms?</p>	<ul style="list-style-type: none"> <li>• Currently 2 available types of forms in the BIR website:               <ul style="list-style-type: none"> <li>○ PDF Format: the form cannot be edited, and can only be printed. Taxpayers need to fill out the form handwritten or use the typewriter.</li> <li>○ Excel Format: the form can be typed over in a text box, but does not have automatic computations</li> </ul> </li> <li>• eBIRForms:               <ul style="list-style-type: none"> <li>○ The form can be edited and automatic computations are done even if the form is offline</li> <li>○ Automatic computations in the forms avoid errors in manual computation</li> </ul> </li> </ul>
<p>Will the current downloadable forms still be available at the BIR website?</p>	<p>Yes. The current downloadable forms will still be available. There will be a new link for the forms.</p>
<p>What is the difference between eFPS and the eBIRForms (in terms of target taxpayers)?</p>	<ul style="list-style-type: none"> <li>• Large taxpayers and selected taxpayers are the primary users of the eFPS.</li> <li>• Non-individual and individual taxpayers and tax agents are the target users of the eBIRForms.</li> <li>• The eBIRForms will be available for large taxpayers until the eFPS is ready for BIR Form Nos. 1700, 1701 and 1702.</li> </ul>
<p>What if I don't have a mouse? How do I fill up the form?</p>	<ul style="list-style-type: none"> <li>• Press the Tab key to move to the next box</li> <li>• Press Shift + Tab key to move back to the previous box</li> <li>• Press the left arrow key (←) or the right arrow key (→) to choose between radio buttons</li> <li>• Press up arrow key or down arrow key to choose options in the drop down box</li> </ul>
<p>Do I submit the form online?</p>	<p>Online submission to eBIRForms is available except for the Annual Income Tax Return.</p>
<p>What is the page setup when I print the forms?</p>	<p>A: Page Setup (Internet Explorer)</p> <p><b>Margin</b>            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)</p> <p><b>Page Size:</b> Folio or Legal</p> <p><b>Header/Footer:</b> All six (6) boxes should be set to "Empty".</p>

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Question	Answer												
<p>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?</p>	<ul style="list-style-type: none"> <li>• Check the "Print Background Colors and Images" option</li> <li>• Uncheck the "Enable Shrink-to-fit" option</li> <li>• Set the Margin settings                             <ul style="list-style-type: none"> <li>Left – 0.166</li> <li>Right – 0.166</li> <li>Top – 0.166</li> <li>Bottom – 0.166</li> </ul> </li> <li>• All Header and Footer measurements must be set to 'Empty'</li> </ul>												
<p>What size of paper do I print the form on?</p>	<p>A: <b>A4</b> - for all Annual Income Tax Returns (1700, 1701, 1702RT, 1702EX and 1702MX)</p> <p><b>Legal size or Folio size (8.5" x 13")</b> – for the rest of the forms.</p>												
<p>How do I submit attachments?</p>	<p>Follow existing policies, guidelines and procedures on submission of attachments:</p> <table border="1" data-bbox="673 856 1312 1239"> <thead> <tr> <th data-bbox="673 856 846 951">Forms in eBIRForms Package with attachments</th> <th data-bbox="846 856 1170 951">Attachment</th> <th data-bbox="1170 856 1312 951">Issuances</th> </tr> </thead> <tbody> <tr> <td data-bbox="673 951 846 1014">1701Q, 1702Q, 2550M, 2550Q, 2551M, 2553</td> <td data-bbox="846 951 1170 1014">Summary Alpha List of Withholding Taxes (SAWT)</td> <td data-bbox="1170 951 1312 1014">RMC 3-2006</td> </tr> <tr> <td data-bbox="673 1014 846 1056">1601E, 1601F, 1600</td> <td data-bbox="846 1014 1170 1056">Monthly Alpha List of Payees (MAP)</td> <td data-bbox="1170 1014 1312 1056">RMC 3-2006</td> </tr> <tr> <td data-bbox="673 1056 846 1239">2550Q</td> <td data-bbox="846 1056 1170 1239">                     (Relief)                     <ul style="list-style-type: none"> <li>• Summary List of Sales</li> <li>• Summary List of Purchases</li> <li>• Summary List of Importations</li> </ul> </td> <td data-bbox="1170 1056 1312 1239">RMC 24-2002 RMO 04-2003 RR 16-2005 RR 1-2012</td> </tr> </tbody> </table>	Forms in eBIRForms Package with attachments	Attachment	Issuances	1701Q, 1702Q, 2550M, 2550Q, 2551M, 2553	Summary Alpha List of Withholding Taxes (SAWT)	RMC 3-2006	1601E, 1601F, 1600	Monthly Alpha List of Payees (MAP)	RMC 3-2006	2550Q	(Relief) <ul style="list-style-type: none"> <li>• Summary List of Sales</li> <li>• Summary List of Purchases</li> <li>• Summary List of Importations</li> </ul>	RMC 24-2002 RMO 04-2003 RR 16-2005 RR 1-2012
Forms in eBIRForms Package with attachments	Attachment	Issuances											
1701Q, 1702Q, 2550M, 2550Q, 2551M, 2553	Summary Alpha List of Withholding Taxes (SAWT)	RMC 3-2006											
1601E, 1601F, 1600	Monthly Alpha List of Payees (MAP)	RMC 3-2006											
2550Q	(Relief) <ul style="list-style-type: none"> <li>• Summary List of Sales</li> <li>• Summary List of Purchases</li> <li>• Summary List of Importations</li> </ul>	RMC 24-2002 RMO 04-2003 RR 16-2005 RR 1-2012											
<p>What if a certain form doesn't load properly?</p>	<p>Check if you have Java Run-time Environment version 1.7 installed in your computer. If not, you may download the latest version here: <a href="http://java.com/en/download/index.jsp">http://java.com/en/download/index.jsp</a></p>												