Bureau of Internal Revenue



Job Aid for Taxpayers for the Use of the eBIRForms Package



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



TABLE OF CONTENTS

1. Project Overview	2
1.1.Project Background	2
1.2.What is the eBIRForms Project?	2
2. Definition of Terms and Acronyms	2
2.1.Definition of Terms	2
2.2.Acronyms	3
3. Summary of Tax Filing and Payment Scenarios	4
4. Features of eBIRForms	5
4.1.What are the eBIRForms?	5
4.2. What are the Features and Functionalities of the eBIRForms?	5
4.3.What are the Benefits of using the eBIRForms?	5
5. For Taxpayers: How to Use the eBIRForms Package	6
5.1.Introduction to the eBIRForms Package	6
5.3. How to Download and Install the eBIRForms Package	8
5.4. How to Navigate Through the Form	19
5.5.Types of Input	19
5.6. How to Use the eBIRForms Package Offline	20
5.7.How to Print and Sign the Form	40
5.8.How to File the Form	45
5.9. How to Uninstall the eBIRForms Package	49
6. Frequently Asked Questions (FAQs)	50



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	Taxpayer fills up the forms using the downloadable	
reference to the use of	eBIRForms (offline) package.	
the eBIRForms)		
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	

Job Aid for Taxpayers



2.2. Acronyms

Term	Definition
AAB	Accredited Agent Bank
АТМ	Automated Teller Machine
eBIRForms	Electronic Bureau of Internal Revenue Forms
eFPS	Electronic Filing and Payment System
ESM	Efficient Service Machine
отс	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 <u>electronic</u> 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

Sconario	Filing		Paymont
Scenario	Preparation	Submission	Fayment
1 (MF, MP)	Offline through: 1. Pre-printed form 2. Printed downloadable PDF/Excel form/eBIRForms	 Offline to AABs Offline to RDO/RCO 	Manual 1. AABs 2. RDO/RCO
2 (EF, MP)	Offline through: 1. Downloadable eBIRForms Package	 Offline to AABs 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

Job Aid for Taxpayers

accomplished forms.



I non 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:



NOTE: Taxpayer/Tax agent can also pay through mobile phone via

G-Cash.

20-2005)



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 <u>http://www.bir.gov.ph</u>. Click on the **eServices** logo.

🛞 Home - Bureau of Internal 🗙 🦲	
← → C 🖬 🗋 www.bir.gov.ph	
Apps 🧿 testhris/HRIS/ 🧔 testhris:8080/RTS2/ 🛅 I	RMS:local Login Page 📋 RMS:VM11 Login Pa 💿 HRIS LOGIN 🔅 Apache Archiva \ Q 🌀 hris: / - Visua
	• • • • • • • • • • • • • • • • • • • •
Revenue Issuances V Registration Require	ements ▼ Tax Information ▼ Rulings and Legal Matters ▼ International Tax Matters ▼
1	News
PGS PGS	Two (2) BIR Regional Offices conducted their 2015 Tax Campaign kick-off on March 13 and 16, 2015, more
	Commissioner Kim S. Jacinto-Henares led the launch of the BIR's 2015 tax campaign advocacy, "Angat Pa, Pinas!" during the Bureau's 2015 National Tax Campaign Kick-off conducted on February 3, 2015 at the Luxent Hotel in Quezon City. more
	Popular Quezon City Multi-Level Marketing Club charged with tax evasion more
Open Data Philippines	Delinquent Quezon City printer and importer charged with willful failure to pay tax more
Data.Gov.PH Customs ng Bayan Full Disclosure Policy Portal (LGUs)	Metal products and semi-conductor peripherals manufacturing company from Makati City charged with willful failure to pay tax more
	New Revenue Issuances
	Revenue Regulations No. 5-2015 amends RR NO. 6-2014 and imposes penalties to taxpayers mandatorily covered by eFPS or eBIRForms who failed to file tax returns under the electronic systems of the BIR. more
	Revenue Regulations No. 4-2015 amends further Section 2 of RR No. 13-08, as amended by RR No. 13- 2013, relative to the definition of raw sugar and raw cane sugar for Value-Added Tax purposes. more
	Revenue Regulations No. 3-2015 implements the provision of RA No. 10653, more particularly on the
	increase to P 82,000.00 of the total amount of exclusion from gross income for 13th month pay and other
Quick Links	benefits, effectively further amending the pertinent provisions of RR No. 2-98 . more
	Revenue Memorandum Order No. 9-2015 prescribes the guidelines and procedures in the processing and

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 preprinted 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.



- 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.'

📳 Setup - eBIRForms	
Select Destination Location Where should eBIRForms be installed?	
Setup will install eBIRForms into the following folder.	
To continue, click Next. If you would like to select a different folder, click Brows	•
C1(eBIRForms Brow	se
At least 48.8 MB of free disk space is required.	
<back next=""></back>	Cancel



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

😰 Setup - eBIRForms	3
Select Start Menu Folder Where should Setup place the program's shortcuts?	5
Setup will create the program's shortcuts in the following Start Menu folder.	
To continue, click Next. If you would like to select a different folder, click Browse. EBIRForms Browse	
	_
< Back Next > Cancel	

12. Click 'Install.'

18 Set	tup - eBIRForms
Re	ady to Install Setup is now ready to begin installing eBIRForms on your computer.
	Click Install to continue with the installation, or click Back if you want to review or change any settings.
	Destination location: C:\eBIRForms Start Menu folder: eBIRForms
	< Back Install Cancel



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

ि Setup - eBIRForms	
Installing Please wait while Setup installs eBIRForms on your computer.	
Extracting files C:\eBIRForms\BIRForms.exe	
	Cancel

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.



Package setup

Job Aid for Taxpayers





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

👘 Setup - eBIRForms 📃 🗖 🗙
Select Destination Location Where should eBIRForms be installed?
Setup will install eBIRForms into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
E:\eBIRForms Browse
At least 48.8 MB of free disk space is required.
< Back Next > Cancel



(



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

Br	owse For Folder	×
s	elect a folder in the list below, then click OK.	_
	C:\eBIRForms Local Disk (C:)	
Γ		
	OK Cancel	

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

Br	owse For Folder 🛛 🗙	
S	elect a folder in the list below, then click OK.	
	E:\eBIRForms	
	$\langle \rangle$	
	OK Cancel	

Job Aid for Taxpayers



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

🕼 Setup - eBIRForms	×
Select Start Menu Folder Where should Setup place the program's shortcuts?	Z
Setup will create the program's shortcuts in the following Start Menu folder.	
To continue, click Next. If you would like to select a different folder, click Browse.	
BIRForms Browse	
9	
< Back Next > Cancel	

8. Click 'Install.'

😼 Setup - eBIRForms	
Ready to Install Setup is now ready to begin installing eBIRForms on your computer.	
Click Install to continue with the installation, or click Back if you want to re change any settings.	view or
Destination location: C:\eBIRForms Start Menu folder: eBIRForms	
< Back Install	Cancel



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

😰 Setup - eBIRForms	
Installing Please wait while Setup installs eBIRForms on your computer.	
Extracting files E:\eBIRForms\BIRForms.exe	
	Cancel

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



Job Aid for Taxpayers



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



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

🖛 TO USB (E:)			
File Edit View Favorites Tools	Help		AT
🔇 Back • 🔘 · 🎓 🔎 Se	arch 😥 Folders 🛄 •	0	
Address 🗢 E:\		20	💌 🄁 Go
File and Folder Tasks (2) File a new folder File a new folder File a new folder to the Wyb	New Folder	eBIRForms	
Share this folder			
Other Places (2)			
My Computer My Documents My Network Places			
Details (8)			
2 objects		0 bytes	S My Computer

Job Aid for Taxpayers



13. To use the eBIRForms Package, click on "BIRForms".

Contraction Contraction Contraction			
File Edit View Favorites Tools	Help	· /40	ali i ali ali ali ali ali ali ali ali al
🔾 Back + 🕤 - 🎓 🔎 S	earch 😥 Folders 🛄 •		
Address 🛅 E:\e80RForms			💌 🄁 Go
File and Folder Tasks (8)	faled	IAF_Proj_Copy	
 Prave a new roder Publish this folder to the Web Share this folder 	14F_RDC_Archive	IAF_RDC_Copy	
Other Places (*)	WERDO_Archive	IAF_RDO_Copy	
TO USB (E:) My Documents My Computer	logfile	profile	
My Network Places	savefile	success	
Details 😵	📁 teno 🔶	ERForms.exe	
	unins000.dat DAT File 6 KB	unins000.exe Setup/Uninstal	
14 objects		47.9 MB	My Computer

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:
 - \circ $\,$ $\,$ 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

Types of Input 5.5.

Type of Input	How It Looks Like	Description
Blank Field	"Taxpayer Identification Humber: RDO Code:	These are the boxes where you can enter/edit data.
Radio Button	C FP010	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.

Job Aid for Taxpayers



Computed Field	Tex Due 0 14E 0 15E 10 16E	These are the boxes that are automatically computed based on the data entered by the user.
Hyperlink	Schedule 1	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.

Profile			
Tapper Mediate Ranse RD	Cole Line of Restrees		
Taccoper's Norve (Last Norve, First Norve Middle Re Registered Norve (For Norvedvaluat)	and the second se		
Programmi Falterna	The Los		
auton / 5// 1	Talaphone Hunter		
List of BIR Forms:	A66 16		
Peres later).	Di usi ///	10 Nha	
10			
1			
	CITE .		



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.

eBIRFor	ms v1.0 🛛 🔀
?	You are using an older version of ActiveX components! To fully utilize this software, please install ActiveX components. Click 'OK' to go directly to the download site. Click 'Cancel' should you want to download later.

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

eBIRFor	ms v1.0 🛛 🕅
	eBIRForms software will now terminate.
	ок



5.6.2. How to Install ActiveX Component

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

eBIRFor	ms v1.0
?	You are using an older version of ActiveX components! To fully utilize this software, please install ActiveX components. Click 'OK' to go directly to the download site. Click 'Cancel' should you want to download later.

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 IE8¹.

040

¹ 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 Cumulative Security Update for Internet Explorer 8 for Windows XP (KB2618444) 10.1 MB 0 This update addresses the vulnerability discussed in Microsoft Security Bulletin MS11-099. Microsoft® Windows® Malicious Software Removal Tool (KB890830) 0 15.7 MB This tool checks your computer for infection by specific, prevalent malicious software (including Blanter, 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. Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats 37.0 MB 0 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. NO THANKS AND CONTINUE

6. Wait until the download is complete.



Job Aid for Taxpayers



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.'

Open Fi	le - Security Warning	X		
Do you	Do you want to run this file?			
	Name: IE8-WindowsXP-x86-ENU.exe Publisher: Microsoft Corporation Type: Application From: C:\Documents and Settings\INDRA\Desktop			
🗸 Alwa	Run Cancel	ן		
١	While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?			

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

Extracting File	15	×
Extracting File: To Directory:	shdocvw.dll d:\09f61a4214a120ccb4df	

Job Aid for Taxpayers



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.'

C Install Windows Internet Explorer 8	
Get the latest	updates
Install updates	
This will install updates for W Software Removal Tool to he The Windows Malicious Softw and remove known malicious	Vindows, Internet Explorer, and the Windows Malicious Ap protect your computer against security threats. ware Removal Tool will run during installation to detect software.
Learn more about updates online	< Back Next > Cancel

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.

🖉 Install Window	s Internet Explorer 8	X
0	Internet Explorer has been uninstalled	
A previous ve complete rem will restart ar Assistive tech	rision of Internet Explorer was removed. After restarting your computer to noval and logging in, installation will begin automatically and your computer gain to finish installation. mology software that runs on Windows, such as screen reading software, will o read the screens that agnear while installation is being completed (after your	
computer res starts.	Restart now (recommended) Restart later	



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

file eip	Douestment Phop	17y 7508
	Profile	
	Taxpayer Identification Number: RDD Code: Line of Business: 151 + 111 + 111 + 000 009 • Real Estate	
	Taspaper's Name (Last Name, Fist Name Biddle Name For Individual) Registered Name (For Non-Individual) :	
	Deia Cruz, Alan Salazar Registored Address	
	16 Alley2 Project 6. Guezon City Zip Code: Talipphone Blamber: 1100 P284563	
	List of BIR Forms:	
	File Name Return Period Date Croated	
	LIPPIN CONTRACTOR	

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

eBRFarms v0.0.5.5		
File Help		Dovernment Property Tool Fair Sale
	Profile	
	Taxpayer Identification Number: BDD Code: Line of Business: 111 -111 -111 -100 039 Resilication	
	Taxpayer's Name (Last Name, First Name Middle Hame For Individual) Registered Name (For Non-Individual) :	
	Deta Cruz, Juan Salazar Registerent Address	
	16 Aley2 Project 6. Guezon City	
	2g Code: 1100 2284563	
	List of BIR Forms:	
	File Name Retarn Period Date Created	-
	Children and Chi	
	and the second	

- 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

Job Aid for Taxpayers



 $_{\odot}\,$ 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.

Genns v0.0.1.5	
ile Help	Government Property Hist 7
	Profile
	Taxpayer Identification Number: RD0 Code: Line of Business: 111 -111 -000 039 Reat Estate
	Taxpaysr's Norne (Last Norne, First Norne Hiddle Norne For Institution) Registered Norne (For Non-Institution) :
	Della Cruz, Juan Sarazar Registered Address:
	Talephane Humber: 1100 Talephane Humber:
	List of BIR Forms:
	Bit from 0.65 - Payment from
	File Name Rotarn Pariod Date Created
	a second s

Job Aid for Taxpayers



 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

eBRFerres	s v0.0.1.5	
File	Help	Deveniment Property Solt Far See
		Berlin
		Profile
		"Taxpayer Identification Number: RDD Code: Line of Business:
		111 - 111 - 100 109 - Real Estate
		Tanparyer's Name (Laat Name, First Name Middle Name For Indviduol) Registered Name (For Non-Indvidual) :
		Dela Cruz, Juan Salazar
		Registered Address
		16 Aley2 Project 6, Quezon City
		Zip Code: Telephene Barriber:
		1100 9284563
		List of BIR Forms:
		TIR Form 665 - Payment Form
		File Name Return Period Date Created

Job Aid for Taxpayers



• 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.

eBRFerre	s v0.0.1.5		
File	Help		Ocveniment Property Not Par Sale
		Profile	
		Taxpayer Identification Number: RDO Code: Une of Business	
		Taspayer's Nerre (Last Nerre, First Nerre Middle Nerre For Individual) Recipiered Nerre (First Nerre Hiddle Nerre For Individual)	
		Dela Cruz, Juan Salazar	
		Registered Address	
		16 Aley2 Project 6, Quezon City Zip Code: Talephone Riumber: 1100 P254363	
		List of BIR Forms:	
		Dit Prom 1655 - Daymert From Fil-op	
		File Name Return Period Date Created	
			-

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

e8BFerres	v0.0.1.5		
File	Help		Ocventment Property Tool Par Sale
		Profile	
		Taxpayer Identification Number: RDD Code: Line of Business 111 - 111 - 100 013 Rest Estate	
		Taspayer's Name (Last Name, First Name Middia Name For Individual) Registered Name (For Non-Individual) :	
		Dela Cruz, Juan Salazar	
		Registered Address.	
		16 Alley2 Project 6, Quezon City	
		Zip Code: Telephone Marrher: 1100 2284363	
		List of BIR Forms:	
		ttiR Form 6635 - Payment Form 💌 Fill-op	
		File Name Return Period Date Created	
		CITES .	

Job Aid for Taxpayers



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

File Help			Government Property Not For 5
	Toxpayer's Name (Last Name, First Name Middle Registered Name (For Non-Individual) :	Name For Individual	
	Dela Cruz, Juan Salazar		
	Registered Address:	A CAL	
	16 Alley2 Project 6. Quezon City		
	Zie Ceder	Tolephone Number	
	1100	8254563	
	List of BIR Forms:		
	BIR Form USGS - Prayment Parts		Helip
		And the second second	
	File Norte	Heturn Period Date Created	
	C 11111111000-0605-12122012	153510 12/12/2012 15:36:10 06/30/2012 15:36:10	8
		CIPFI	
		weet De	
Second Second		Sureau of Internal Revenue	

- 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.'

Profile	
Taxpayer Identification Number:	RDD Code: Line of Dusiness:
Tanpayor's Name (Last Name, First Nam Registered Name (For Non-Individual) :	te Midde None For Induidant
Dele Cruz, Aven Salezar	
Registered Address:	12. A.S. A. 191
perveja mjeci e dvezni cij	
Tip Code:	Telephone Nander:
P100	R204960
List of BIR Forms:	
IBI Fam 305 - Payment Fam	. 10-p
1.	
File Name	Return Period Date Created

(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.

ALL NO. DOIS		
e Help		Sare Howerd Pro
	cPo manufara	
	Benefit States Payment Form Of	505
	1 Auros O zanice O Auro State State (ACOVY) (Sin of the state of the	4 <i>0</i> 12
	2 196 8060 (APPTY) O'ce O'ce O'ce O'ce O'ce O'ce O'ce O'ce	1
	P New Principal 20 & Incluse	
	Part Resignand Information	
	B Tapper Cardina Ia 18 Roo Gare 11 Tapper Cardinator 12 ore of Sustain	Courter
	The part of the part of the part toward	NE
	13 Telepinis Verie (Jakines, Relitions, Neise lanelle inclusie) (Replace) Verie Information (44 Telepine Units Exercised	e 1997 1
	10 Property Lange All Property L	
	Let 22 a 201 percella incent a balance officer, querier only 7120	
	12 Same of Pacing Street	
	VourdeyPaynent RenAut/Celloguet/Acount () resultivent	
	C Ref insurant C Petitician Final Jastes Calumen Tax	stalmart
	O Ferralize O Association at inclusional Association Payment Association (O Restat Payment	n .
	O Tel Depart Maria Faynest O Fail Faynast O Depart Department(School) O department	
	Partil Computation of Fax	
	rg text for Department (8)	0.04
	25 Art America Nutracy mans consume	
	20A 000 20B 000 20C 000 20C	10.00
	21 Trial-Amont Physical Sec Vision 114 203 21	102
	O Responsed by estuarca Of a O Notacovert by estuarca O	ta .
	Variation and I show I have I have I have I	



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

Job Aid for Taxpayers





Job Aid for Taxpayers



Edit

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

Pre-approved by Investigating Office Validate Edit Submit Save Print Final Copy	Total Amount Payable(Sum of Ite	ms 19 & 200)				21	0.00
Validate Edit Submit Save Print Final Copy:	O Pre-approve	d by investigating	Office		O Not appro	oved by Investigating Offic	•
	Validate	Edit	Submit	Save	Print	Final Copy	
		N					

- Submit
 - \circ $\;$ 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

C:\Users\maasoria\AppData\Local\Temp\{492F7389-6913-4DD	0B-9B62-2F65B90
BID: orm saved successfully as : savefile/987654321000-1702Q-2012Q3.xml	
	ОК

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

flice	Not a	proved by Investigating Office
Submit	Print	Final Copy
	Ł)
ng O	ng Office Submit Save	ng Office O Not ap Submit Save Print

- o 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.

Job Aid for Taxpayers



Cancel Print	File		
	Cancel Print		

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

CilUsers\massorialAppDat File	W Local/Temp) (172786EF-4E36-4792-9D62-F528F661845C) /omoi (87-Form0605.hts	Al /Institute
Plint	Republika ng Pilipinas	Payment Form	BIR Form No.
Cancel Print	Kapavasan ng Panaslapi		0605

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

Pa	art II		Computatio	n of Tax			
19	Basic Tax/Deposit/Advance Payme	nt		19	0.00		
20	0 Add: Penalties						
	Surcharge	Interest	Cor	npromise			
	20A 0	.00 20B	0.00 20C	0.00 20D	0.00		
21	Total Amount Payable(Sum of Iten	ns 19 & 20D)		21	0.00		
	O Pre-approved	I by Investigating Office		O Not approved by Investigating Of	ffice 🦳		
	Validate	Edit St	ibmit Save	Print Final Copy	کے		

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.

Republika ng Pilipinas Kagawaran ng Pananalapi Xawanihan ng Rentas Internas	Payment Form	060	05
1 Face the @ Catendar ○ Face 3 Control 2 Year Ended (MRYYYY) ○ 1a ○ 3a 12 - December ♥ 2014 ○ 1a ○ 3a	O tel O 48	5 No. of Shoots Atlantad	6 ATC
7 Relate Particil (MM/ 00)	8 Tan Trop		
Part I	Background Informati	on	
9 Terrenyer Identification No. 10 RDO Code	11 Terpayer Classification	12 Line of Business/Co	relation
111 111 111 111 048 🗸	OI ON	height forwarding	
13 Taxpayers Name (Last Name, First Name, Middle Name for Inc nombrefia, patricia dominique santiago	ividuals) (Registered Name for Non-Individuals)	14 Talephone Humber 44412345	678
15 Regiment Address unit 32-a, 324 poonville towers, sikatuna village, gi	wzon city	16 Zie Cede 1100	
17 Manner of Payment		18 Type of Payment	
Voluntary Payment	Per Audi/Delinguent Account	O Installment	
Self-Assessment Penalties Tax Deposit/Advance Payment	Preliminary/Final Assess/Deficiency Tax Accounts Receivable/Delinquent Account	O Partial Payment O Full Payment	iment
Income Tex Second Installment(Individual) Others(Specify)			
Part II	Computation of Tax		
19 Bado Tax Deput/Advance Payment 20 Add Penalites Surdnarge Interes	Compromise	19	0.00
20A 0.00 20B	0.00 200	0.00 200	0.00

2. Click 'File' then select Main Screen.

File Help				Government Property
Main Record				
Main Jurean	-			
Save	2		BIR Form No.	
Print Preview	Republika ng Pilipinas	Daumant Form	0605	
Exit	Kawatihan ng Rentas Internas	Fayment Form	0005	
	1 For the @ Catendar () Facar 3 Gueter	4 Due Date (MMCDD11111)	5 No. of Shash Allacted 6 ATC	
	2 Year Ended (MRIVVVV) O ter O bet		0	
	12 - December 🛩 2014			
	7 Ration Paried (HB1/00)	8 Tex Type		
	Part I	Background Informatio	on .	
	9 Taxpayer Identification No. 10 RDO Code	11 Texpeyer Gassification	12 Une of Businese/Occupation	
	111 111 111 111 048 🗸	OI ON	Breight forwarding	
	13 Tanpaper's Name (Last Name, Pint Name, Multiple Name for Ind	Instanto (Registered Name for Non-Individuals)	14 Telephone Number	
	nombrefia, patricia dominique santiago		44412345678	
	15 Reptered Address		16 Zip Code	
	17 Hanne of Parment	secon cay	19 Tate of Personal	
	Wester Parment	Per Audit Delegent Account	O Instalment	
	O talk Assaurant	O Palminero/final Assess/Defriency Tay	No. of installment	
	O Panaltias	O Accounts Receivable/Delinquent Account	O Patial Payment	
	O Tax Deposit/Advance Perment		O Full Payment	
	O Income Tax Second Installment(Individual)			
	O Others(Resolfy)			
	Deall	Companyation of Taxa		
	Parti	Computation of Tax	40 0.00	
	20 Add Panalise		13 1 0.00	
	Sundharge Intered	t Compromise		
	264 0.00 268	0.00 200 0	00 200 0.01	
	21 Total Amount Payable/Sum of Items 19 8 2921		21 0.00	
	O Per served to be served as a		and he benefited by Office	
	 Pre-approved by Investigating Office 	U Not appr	aved by investigating unlice	

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.

eBRforms	0.0.1.5		
File	Help		Government Property Not For Sale
		Profile Taxpayer Identification Number: RDO Code: Line of Business: 111 - 111 - 111 - 000 009 Code: Real Estate	
		Taxpayer's Name (Last Name, First Name Iliddle Name For Individual) Registered Name (For Non-Individual) :	
		Registered Address: 16 Alev2 Project 6. Quecon City	
		Zip Code: 1100 Telephone Number: 2284563	
		Bill Form 5655 - Payment Form	
		0 10	
		File Name Return Period Date Created	
		LIPT -	

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

e Help			Geveniment Property Not For
	Taxpayor's Name (Last Name, First Name IIId) Registered Name (For Non-Individual) :	die Name For Individuet)	
	Dela Cruz, Juan Salazar		
	Registered Address:	1 Alla	
	16 Alley2 Project 6, Quezon City		
	Zip Code:	Telephone Number:	
	1100	9284563	
	List of BIR Forms:		
	BIR Form 0605 - Payment Form	Filtup	
	File Name	Return Period Date Created	
	C 111111111000-0605-121220	012153610 12/12/2012 15:36:10 08/30/2012 15:36:10	
		CIPFI	
	0		
	and the second se	Mey Delete	
		Bureau of Internal Revenue	
		Copyright 2012	
		()	

 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.



Job Aid for Taxpayers



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

Page Setup	×
Paper Options Page Size: A4 Portrait	Margins (inches) Left: 0.75 0.75 0.75 Top: 0.75 Bottom: 0.75
Headers and Footers Header: -Empty-	Eooter: -Empty-
-Empty-	▼ -Empty-
-Empty-	▼ -Empty-
Change Font	
	OK Cancel

- 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.

Job Aid for Taxpayers



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

	۲	C:\Users\maasoria\AppData\Local	\Temp\{1F27B6EF-AE3
		File	
		Main Screen	
		Save	
	>	Print Preview	
\sim		Exit	
			1 For the Calenda
			2 Year Ended (MM/Y)
			7.0
			Return Period (MM)

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

			BID Farm No.	
Republika ng Pilor Kapawaran ng Pan Kawahan ng Ran Internas	nas Ianaliapi fas	Payment Form	0605 September 2003(ENC)	
1 Forthe C Calendar C Flood	Joann Cui Cui Cu	4 Due Date (MIICOTTYT)	5 tio, of Dreets Atlanted 6 ATC	
2 Year Ended (MBIYYYY)				
7 Pature Pariod (HM / DD / YYYY)		8 LexType		
Part I		Background Inform	ation	
9 Taxpayer Identification No.	10 RDC Cede	11 Texpeyer Classification	12 Line of Business Occupation	
111 111 111 111	013 -	CI PN	aaaa	
13 Taupyer's Name (Last Name, First Nam [Lica	ne, Midde Name for Individual	a) (Registered Name for Non-Individuals)	14 Teleptone Number 4234567	
15 Registered Address Quezon City			16 Zp Code 1100	
17 Varner of Payment			18 Type of Payment	
Voluntary Payre	ert	Fer Audit Deinquent Account	C instalment	
Self-Assessment Parables Tax Departi (Advance Payment Income Tax Second Installment) ind	vidual)	Preliminary/Final Assess/Deficiency Tax Accounts Receivable/Delinquent Account	No. of instalment Partial Payment Full Payment	

Job Aid for Taxpayers



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

eneral Options	
Select Printer	
🔚 Add Printer	👮 HP Laserjet P2050 SWD
🚔 Fax	HP LaserJet P3010 Serie
MP LaserJet P1006	Microsoft XPS Docume
•	•
Status: Offline	Print to file Preferences
Location:	
Comment:	Fin <u>d</u> Printer
Page Range	
Al	Number of gopies: 1
Selection	
Pages: 1	
Enter either a single page number or a single page range. For example, 5-12	11 22 33

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

1. Click the 'Schedule 1' hyperlink.

			Volume	et		Provisional				Final			
			Marend Res	teres 6	Actual fair No	eket Value	Technie	Tas Dar	Actual fair III	arket Value	Tax. Rulli	Tax Dur	Adapt
ATE	Description	Place of formousi	Taxable (A)	teresti	Tanabie(C)	Tan+u6(D)	#N	<i>P</i> 1	Teadrecky	Tree-suit(#)	8%8	66	
35411	the set		8.00	6.65	- 536	3.0	TARGET	9.80	446	0.00	T-ROLE		101
AM 2	1911-19395-1 	2	8.00	6.00	0.00	0.00	1988	4.00		0.00	100%		1.04
-	Oracle and Onur Insulto		140	- 10	20	2.05	1016	199	2.00	2.00	2005		10
-	Club and		8.00	10	0.00	1.00	286	1.0	0.00	0.00	290N		121
isin	industrial Parameters		3.60	6.00	0.00	0.04	kine:	0.04	180	2.00	104		136
10.02	Halturei Pea er Location Ritural Gan Bookis Robeits		xee	6.60		2.0	125			9.00	105		13
-													
		- C		Vel	ene et .	e at Previsional		visional		Final			
			- Second	Reers	Invorei	Artualitate	Mariker; Vali	PT 100	Tax Our	Actual Tair Market V	wie .	Tate Te	a But
10.0	ATC	Cestription	Face of Removal	Tanabécijáj	Exercise (Taxabler(C)	fact do	1940 - 1940 1	on 15	nation(C) Ex	100 D	341	441
-	TAXAN				5.9V	5.89]	196.00	***		194	5.94C	n	



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

BIR	Form No. 2	200-M	1	Salara and
	File	Help		
\sim	Main Sc	reen		OF REMOVALS AN
	Save			
	Print Pr	eview - Fo	rm	N
57	Print Pr	eview - Sc	hedule(s)	Taxable(/
1	Exit			
	XM020	quarry resources	[
	XM030	Copper and Other Metallic Minerals		

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



4. Click 'Preferences.'

ieneral Options			
Select Printer			
Se Add Printer	HP Laserjet P2050 SWD		
🖮 Fax	HP LaserJet P3010 Serie		
HP Color LaserJet CP3525 on 192.168	3.41.4 Microsoft XPS Docume		
<	•		
Status: Ready	Print totto Preferences		
Location: 12 Floor BD Area			
Comment:	Find Printer		
Page Range			
Al	Number of copies: 1		
Selection Current Page			
Pages: 1	Colate		
Enter either a single page number or a single page range. For example, 5-12	1 2 3 3		



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

Advanced	Printing Shortcuts	Paper/Quality	Effects	Finishing	Job Storage	Color	Services		
Aprinting with a sing Printing sh	shortcut is a collection le click. ortcuts:	on of saved print	settings ti	hat you car	select	E			
	Factory Defaults					1			
	EcoSMART Settin	gs			Paper sizes: Letter		8.5 × 1	11 inches	
					Paper source Automatically	: y Select		•	
					Pages per sh 1 page per s	eet: heet		•	
					Print on both	sides:		-	
					Paper type:				
			ς	\sim	Orientation:			-	
s	sve As	Delete	Re	set	l'onac			-	
Ø						Abo	out	Help	
							OK		Incel

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 Pay	ment				19	0.00
20	Add: Penalties						
	Surcharge		Interest	c	ompromise		
	20A	0.00 20B		0.00 20C	0.0	00 20D	0.00
21	Total Amount Payable(Sum of I	tems 19 & 20D)				21	0.00
	Pre-approv	ed by Investigating	Office		O Not approv	ed by Investigatin	ng Office 🦯
	Validate	Edit	Submit	Save	Print	Final Copy	4

Job Aid for Taxpayers



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.



Job Aid for Taxpayers



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.

Job Aid for Taxpayers

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 are the temporary solution for the Annual ITR forms.
the PDF eBIRForms and the eBIRForms package?	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 <u>www.bir.gov.ph</u>. 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?	 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; 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.

Job Aid for Taxpavers	b Aid for Taxpavers			
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".

Job Aid for Taxpayers

Question	Answer			
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?	 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' 			
What size of paper do I print the form on?	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.			
How do I submit attachments?	Follow existing submission of a Forms in eBIRForms Package with attachments 1701Q, 1702Q, 2550M, 2550Q, 2551M, 2553 1601E, 1601F, 1600 2550Q	Attachments: Attachment Summary Alpha List of Withholding Taxes (SAWT) Monthly Alpha List of Payees (MAP) (Relief) • Summary List of Sales • Summary List of Purchases • Summary List of Importations	dures on Issuances RMC 3-2006 RMC 3-2006 RMC 24-2002 RMO 04-2003 RR 16-2005 RR 1-2012	
What if a certain form doesn't load properly?	Check if you have Java Run-time Environment version 1.7 installed in your computer. If not, you may download the latest version here: <u>http://java.com/en/download/index.jsp</u>			