

What are the systems requirements for eBIRForms?

- Supported Operating System: Windows;
- ● Hard disk drive space needed: at least 100 MB free space;
- ● RAM memory needed: Runs best on 2GB or higher;
- ● ActiveX components via Internet Explorer version 9;
- ● Java Run-time Environment version 1.7; and
- ● eBIRForms Package is best viewed in 1152 x 864 screen resolution

mac / xp etc - cannot be

Browser requirements

- a. **Internet Explorer v9**
- b. **Mozilla Firefox v16 or up**
- c. **Google Chrome v23 or up**

- *Note: You can use any of the above browsers during downloading but **Internet Explorer v9** to be able to **submit/final copy**.*

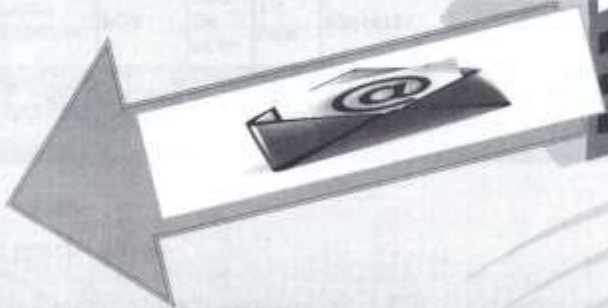
	eFILE	ePAY	
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**Mandated
eFPS**

eFILE	ePAY	COMPLIANT ✓
eFILE	Manual PAY	penalty ✗
Manual FILE	Manual PAY	penalty

**Mandated
eBIRFORMS**

eFILE	Manual PAY	COMPLIANT ✓
eFILE	ePAY	COMPLIANT
Manual FILE	Manual PAY	penalty



BIR

**Prepare
Using
eBIRForm
Package**

Click Submit/Final Copy

Prepared & presented by: Marivic Acosta-Galban Chief, TSPMD

Submit
ONLINE

OFFLINE



Walkthrough eBIRForms

1. **DOWNLOAD** the latest version of the *Offline eBIRForms Package (with Annual Income Tax Returns v2013 ENCS)* from the BIR website www.bir.gov.ph by clicking on



2. After downloading the zipped file, **EXTRACT** the installer file together with the Job Aid. Double click the **Offline eBIRForms Package.exe** to start the installation.

PROFILE

PAGE

CLICK/SELECT for the **eBIRForms** ICON (on your desktop or Start Menu), double click it. Fill- up the profile information then

Profile

*Taxpayer Identification Number:

222 - 222 - 222 - 222

RDO Code:

033

Line of Business:

MANUFACTURING OF PAPER

Taxpayer's Name (Last Name, First Name, Middle Name For Individual)

Registered Name (For Non-Individual) :

GALBAN, MARIVIC ACOSTA

Registered Address:

RM 610 TSPMD BIR NATIONAL OFFICE, DILIMAN, QUEZON CITY

Zip Code:

1001

Telephone Number:

9307253

Email Address:

marivic.galban@bir.gov.ph

List of BIR Forms:

{Please Select}...

Fill-up

43

CONFIRM EMAIL

* Confirm Taxpayer Identification Number: - - -

* Confirm Email:

This is to ensure that what was previously in the profile page be the same email.
Email must be active and valid, otherwise, may not receive a system generated email confirmation.

3. Select the applicable BIR Form and **FILL-UP** all the necessary information.

(w/ Annual Income Tax Return) (Please Select) ...

- BIR Form 0605 - Payment Form
- BIR Form 1600 - Monthly Remittance Return of Value-Added Tax and Other Percentage Taxes Withheld
- BIR Form 1600WP - Remittance Return of Percentage Tax on Winnings and Prizes...
- BIR Form 1601C - Monthly Remittance Return of Income Taxes Withheld on Compensation
- BIR Form 1601E - Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)
- 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
- BIR Form 1701 - Annual Income Tax Return
- BIR Form 1701Q - Quarterly Income Tax Return For Self-Employed Individuals, Estates and Trusts
- BIR Form 1702EX - Annual Income Tax Return (EXEMPT)
- BIR Form 1702MX - Annual Income Tax Return (MIXED)
- BIR Form 1702RT - Annual Income Tax Return (REGULAR)**
- BIR Form 1702Q - Quarterly income Tax Return
- BIR Form 1704 - Improperly Accumulated Earnings Tax Return
- BIR Form 1706 - ONETT Capital Gains Tax Return (Capital Asset)
- BIR Form 1707 - ONETT Capital Gains Tax Return (Shares of Stock Not Traded Through LSE)
- BIR Form 1800 - ONETT Donor's Tax Return
- BIR Form 1801 - ONETT Estate Tax Return
- BIR Form 2000 - Documentary Stamp Tax Declaration/Return
- BIR Form 2000OT - Documentary Stamp Tax Declaration/Return (one-time transactions)
- BIR Form 2200A - Excise Tax Return for Alcohol Products
- 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

(Please Select)...

Fill-up

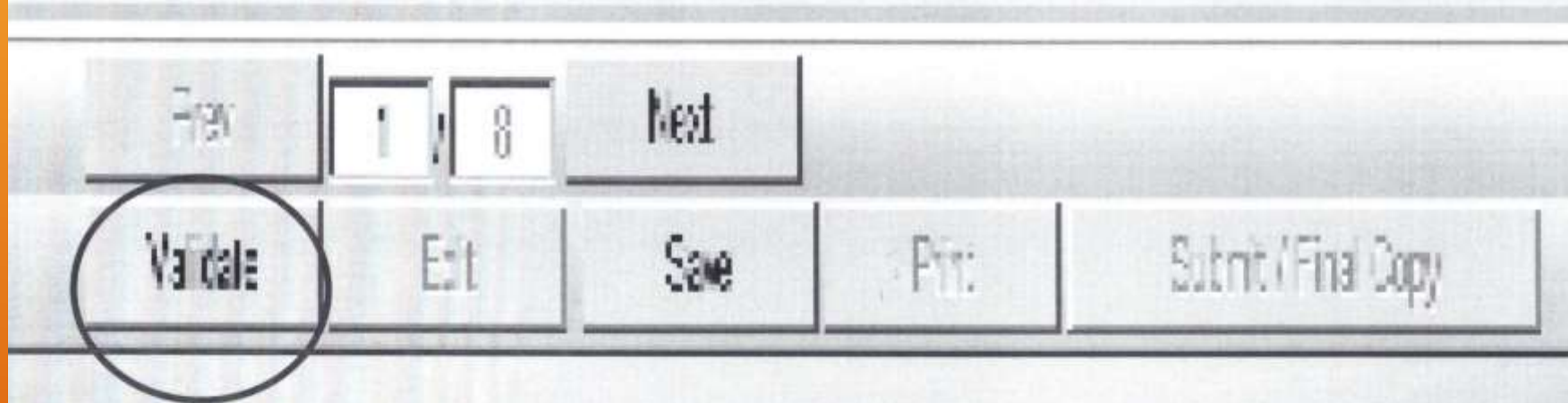
4. Once the form is **completed for submission to the BIR,**

Click **VALIDATE.**

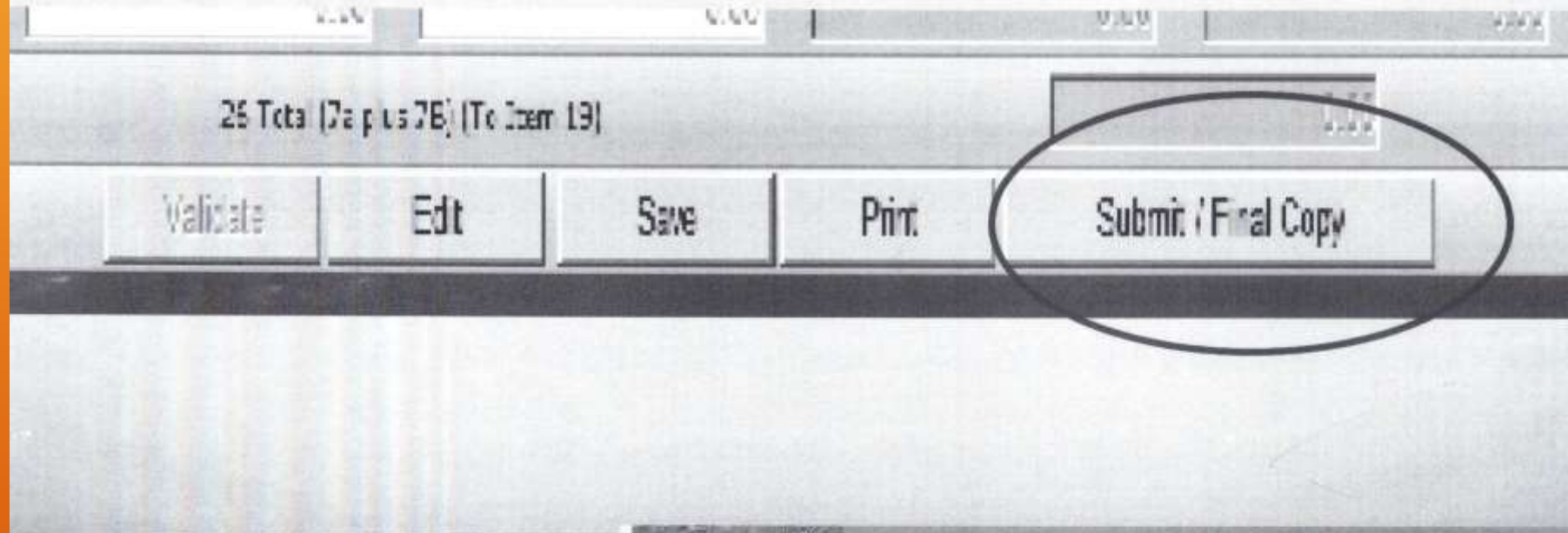
However, you may still update/modify by clicking **EDIT** if needed, and indicate correct entries, then click **VALIDATE** again;

Note: Ensure to click VALIDATE everytime the taxpayer EDITS the return.

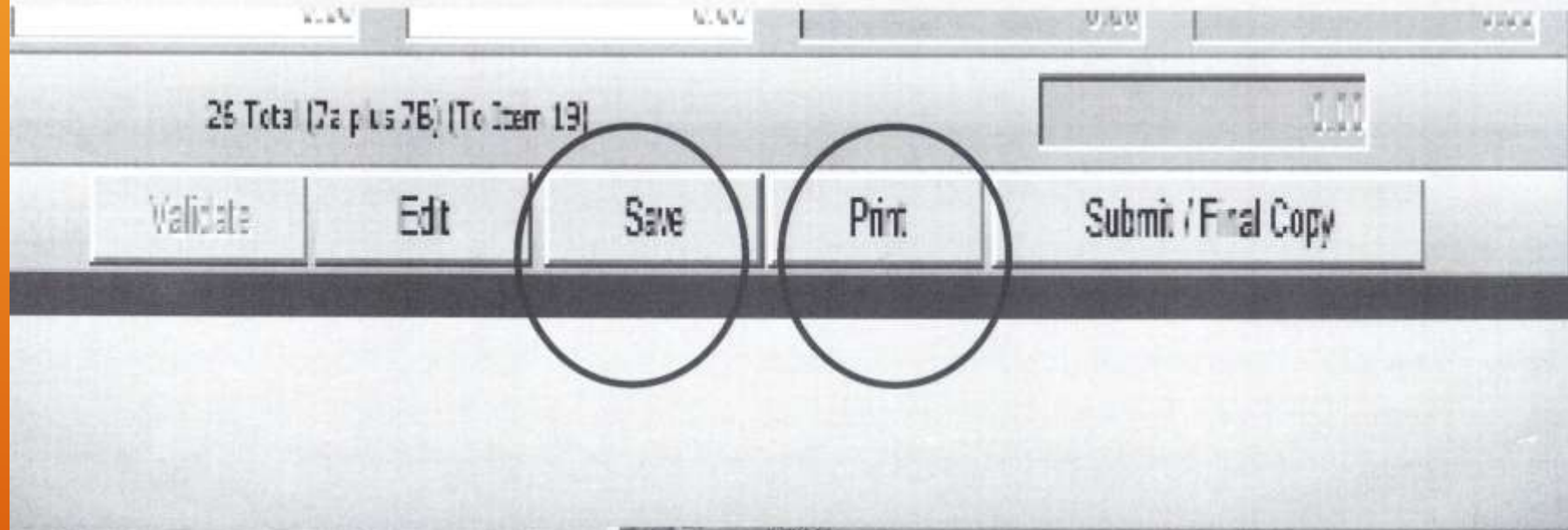
Click Validate:



Click Submit/Final Copy:



May Click Save or Print:



4. CLICK the **SUBMIT/FINAL COPY** button found at the bottom page of eBIRForm.

Please take note that the SUBMIT/FINAL COPY version of the form will no longer allow subsequent changes/editing to the form. Otherwise, it shall be considered amended.

BIR Form No. 1601-C



Please ensure that you have **INTERNET** access and a **VALID** email address is indicated in your tax return.

FOR RETURNS WITH PAYMENTS, print the tax return and proceed to pay through the **Authorized Agent Bank / Collection Agent** under the **RDO** where you are registered or through **GCASH**.

Are you sure you want to submit?

OK

Cancel

IMPORTANT REMINDER.



To be able to receive the **EMAIL NOTIFICATION from the BIR** on the submitted return, make sure that the all of the following are complied with:

- **Your email address indicated/encoded in the return is VALID and ACTIVE**
- **Your mailbox HAS ENOUGH SPACE/NOT “QUOTA EXCEEDED”**
- **BIR email is not in the SPAM folder**
- **bir.gov.ph is NOT BLOCKED by your email provider**

Non-compliance in any of the above requires

RE-ENCODING AND RE-SUBMISSION of the return.

eIRForms Terms of Service Agreement (TOSA)

Thank you for using eIRForms. By clicking Agree, you confirm that you have read, understood and agreed to the TOSA.

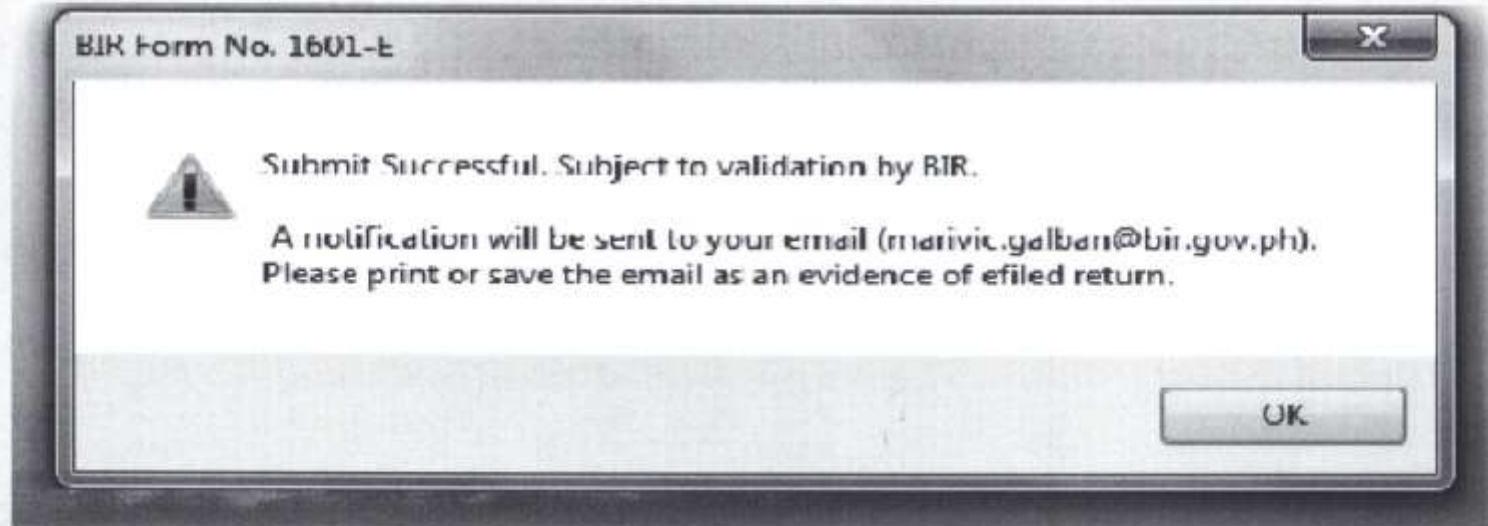
The full eIRForms TOSA can be accessed at

<https://www.bingovpfl.net/home/terms-of-service-agreement>

Agree

Cancel

Successful submit



eMail reply



Tue 3/22/2016 9:06 AM

ebirforms-noreply@bir.gov.ph

Tax Return Receipt Confirmation

To: marvic.galban@bir.gov.ph

We removed extra line breaks from this message.

This confirms receipt of your submission with the following details subject to validation by BIR:

File name: 8888888888-1601E-032016.xml

Date received by BIR: 22 March 2016

Time received by BIR: 08:47 AM

Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

FOR RETURNS WITH PAYMENT

Please print this e-mail together with the RETURN and proceed to pay through the Authorized Agent Bank / Collection Agent / GCASH or use other payment options.

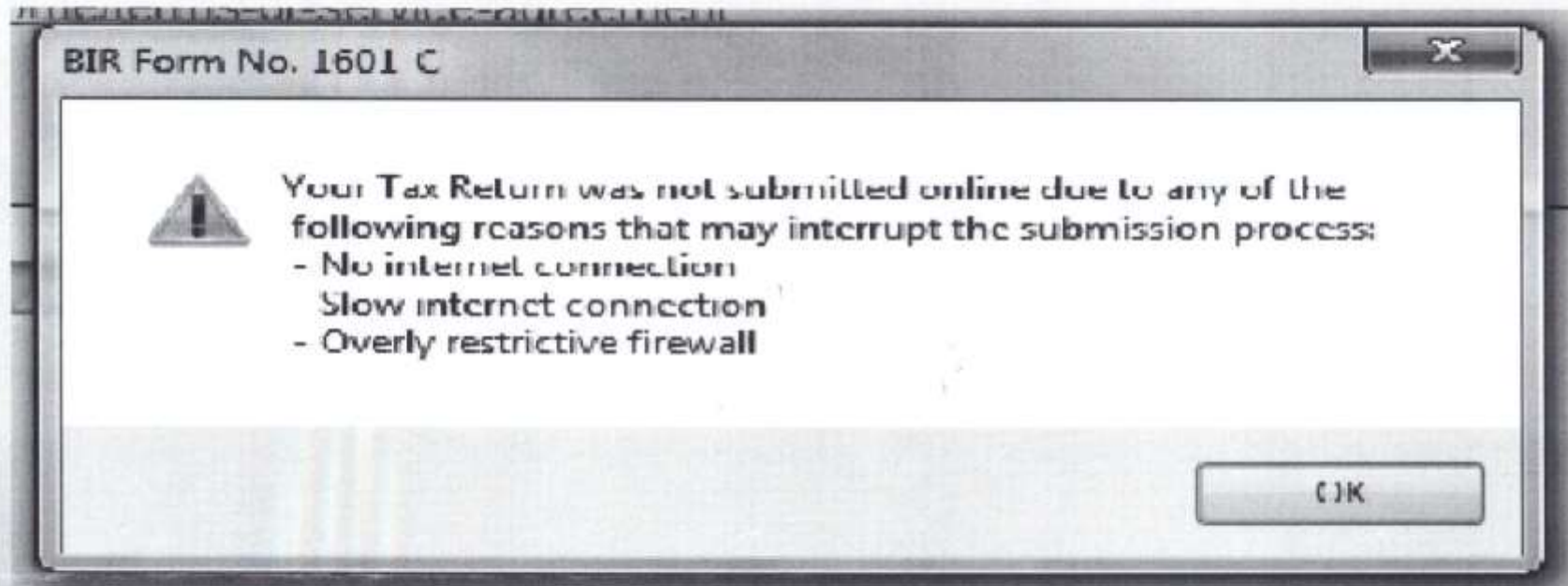
This is a system-generated email. Please do not reply.

Bureau of Internal Revenue

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DISCLAIMER
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This email and its attachments may be confidential and are intended solely for the use of the individual or entity to whom it is addressed.

What to do if encountered:





NO EMAIL RECEIVED FROM BIR, **first check:**

**Your email address indicated/encoded in the return is
VALID and ACTIVE**

**Your mailbox HAS ENOUGH SPACE/NOT “QUOTA
EXCEEDED”**

BIR email is not in the SPAM folder

bir.gov.ph is NOT BLOCKED by your email provider

before calling BIR.

If there is an official announcement of system unavailability or intermittent connection on the due date of filing the return, where to report to BIR and secure TROUBLE TICKET?

Email: efiling@bir.gov.ph

Taxpayer MUST provide complete and accurate details, as follows:

1. TIN and Branch Code
1. RDO Code/Number
1. Registered Name
1. Contact Number (Telephone Number)
1. Email Address
1. BIR Systems (e.g. eFPS/eBIRForms)
1. Form Type
1. Return Period (mmddyyyy)
1. Date of Filing and time of filing
1. Description of issue with screen shot/s of error/s with date and time captured

*Before on Beyond 5 PM
during deadline*