What are the systems requirements for eBIRForms?

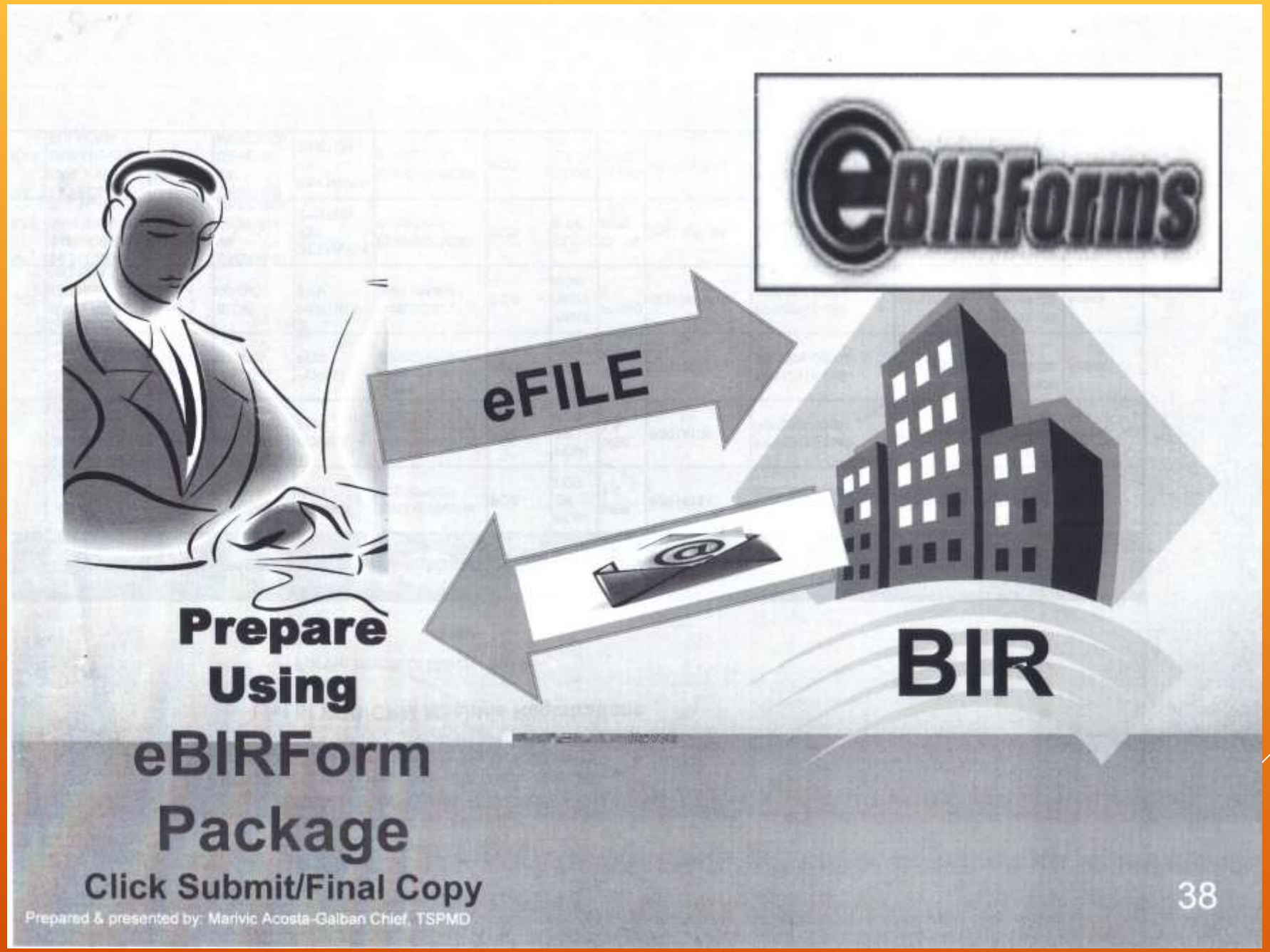
- Supported Operating System: Windows;
- • Hard disk drive space needed: at least 100 MB free space;
- • RAM memory needed: Runs best on 2GB or higher;
- • ActiveX components via Internet Explorer version 9;
- • Java Run-time Environment version 1.7; and
- • eBIRForms Package is best viewed in 1152 x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

mac / apple - 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	
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**


eBIRForms
eFILE
Prepare
Using
eBIRForm
Package
BIR
Click Submit/Final Copy
Prepared & presented by: Marivic Acosta-Galban Chief, TSPMD
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Submit
ONLINE
OFFLINE
eBIRForms
eBIRForms
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ed & presented by: Marivic Acosta-Galban Chief, TSPMD

Walkthrough
eBIRForms

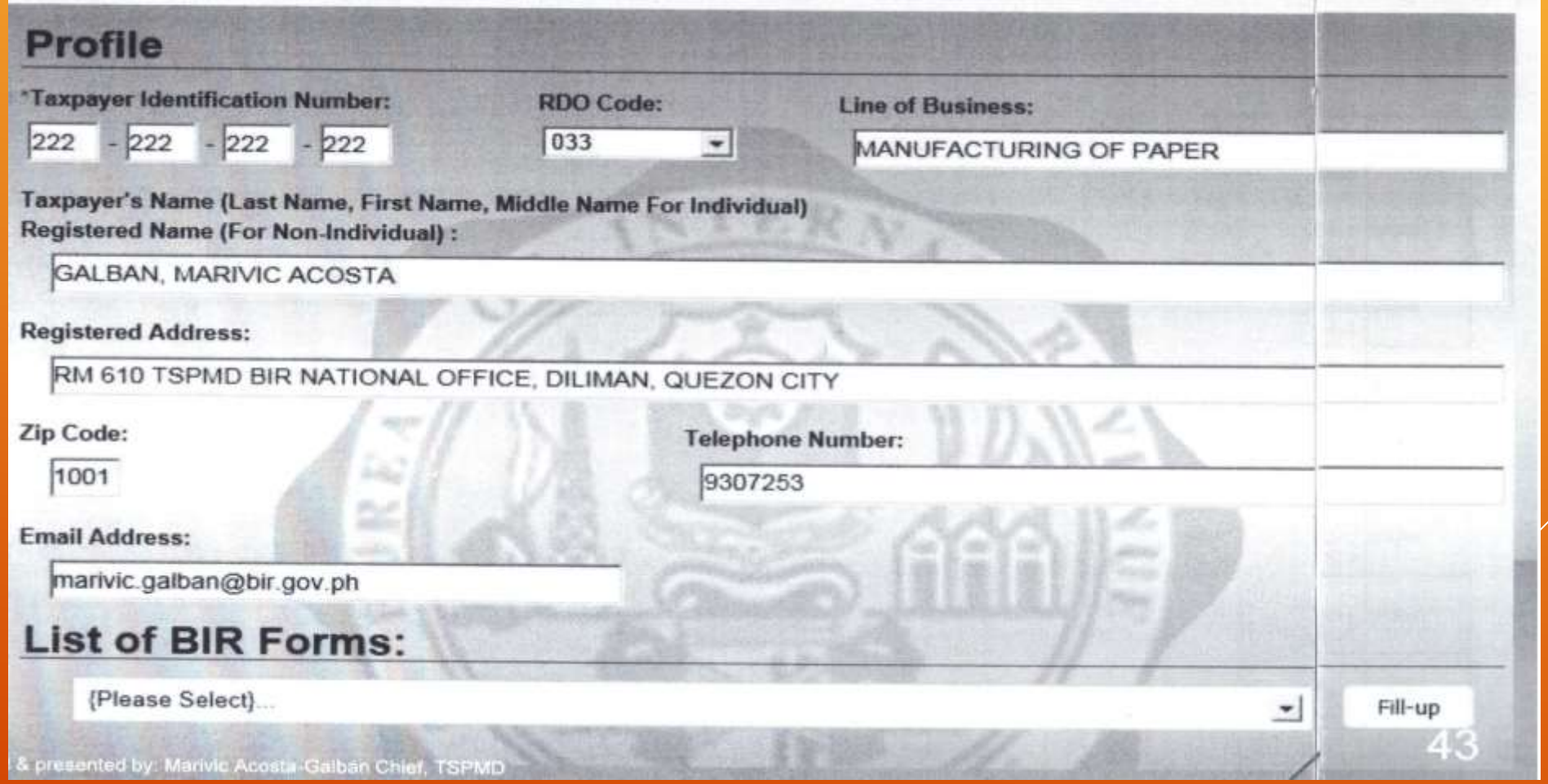
ared & presented by: Manivic Acosta-Galban Chief, TSPMD

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

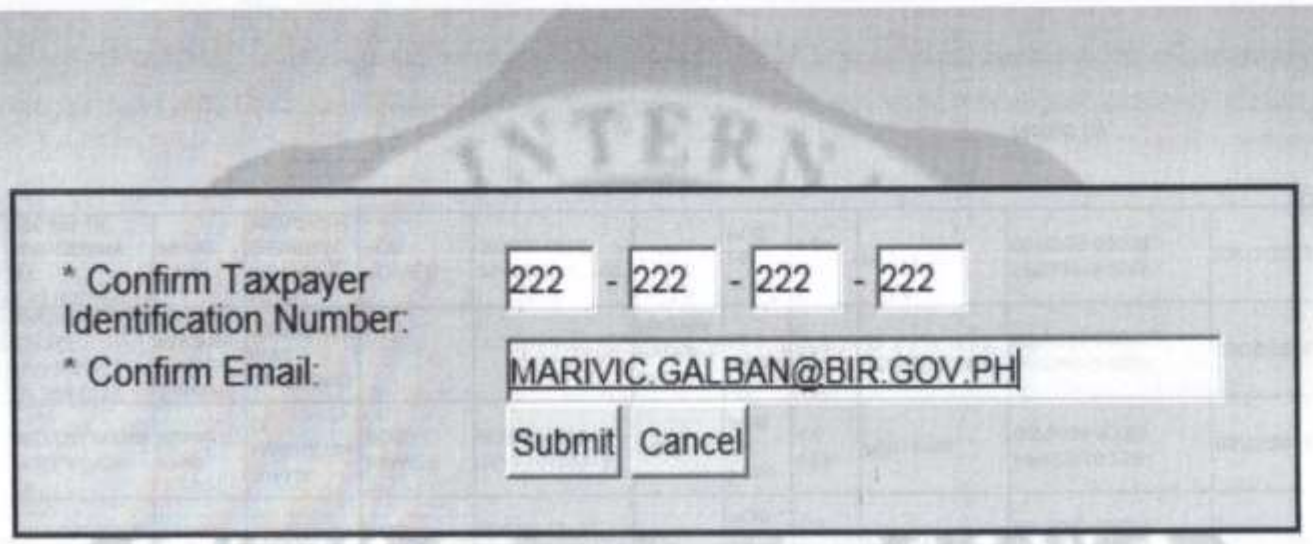
2. After downloading the zipped file, **EXTRACT** the installer file together with the Job Aid. Double click the **Offline eBIRForms Package.exe** to start the installation.

PROFILE PAGE

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



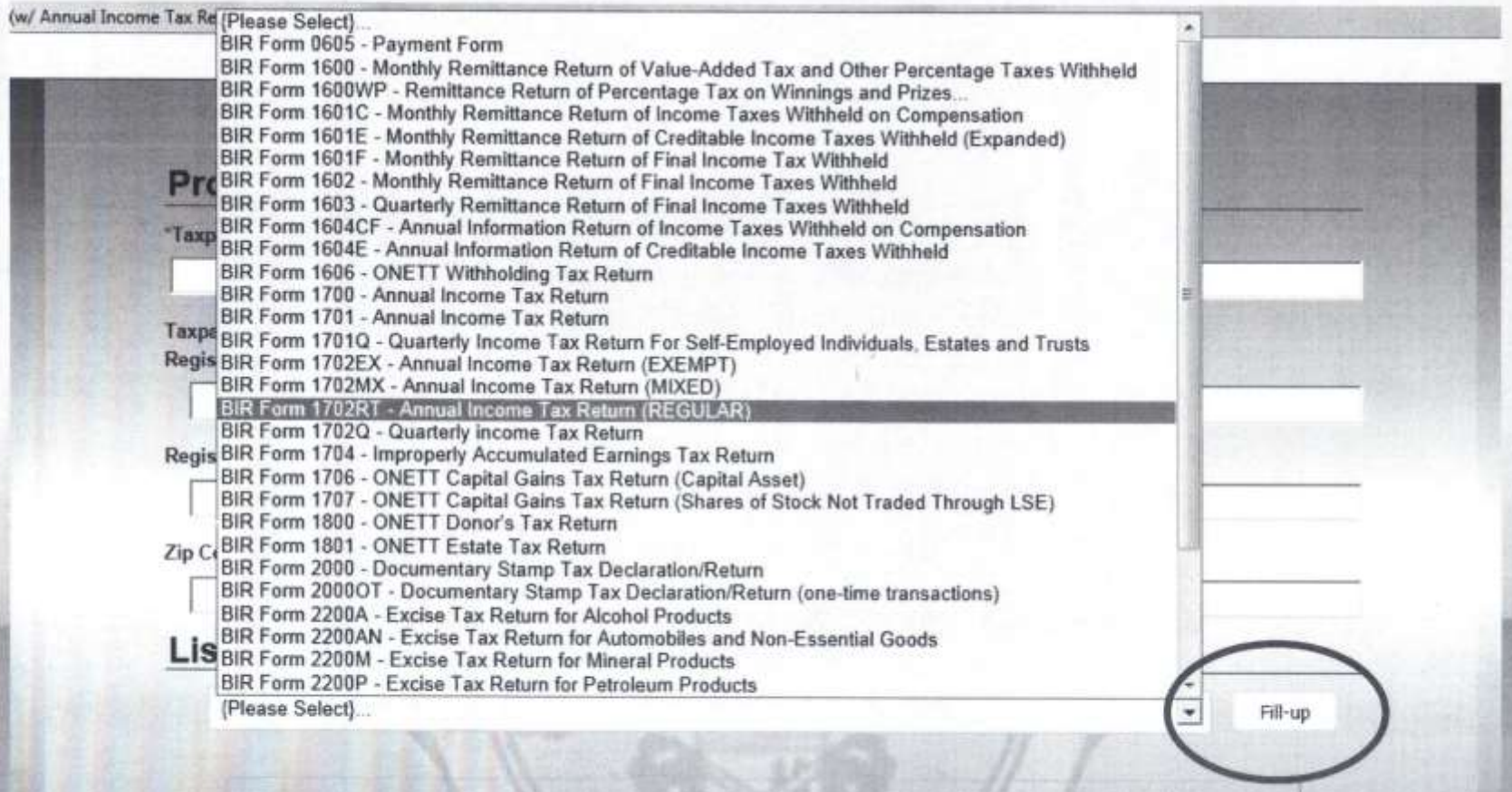
CONFIRM EMAIL



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.



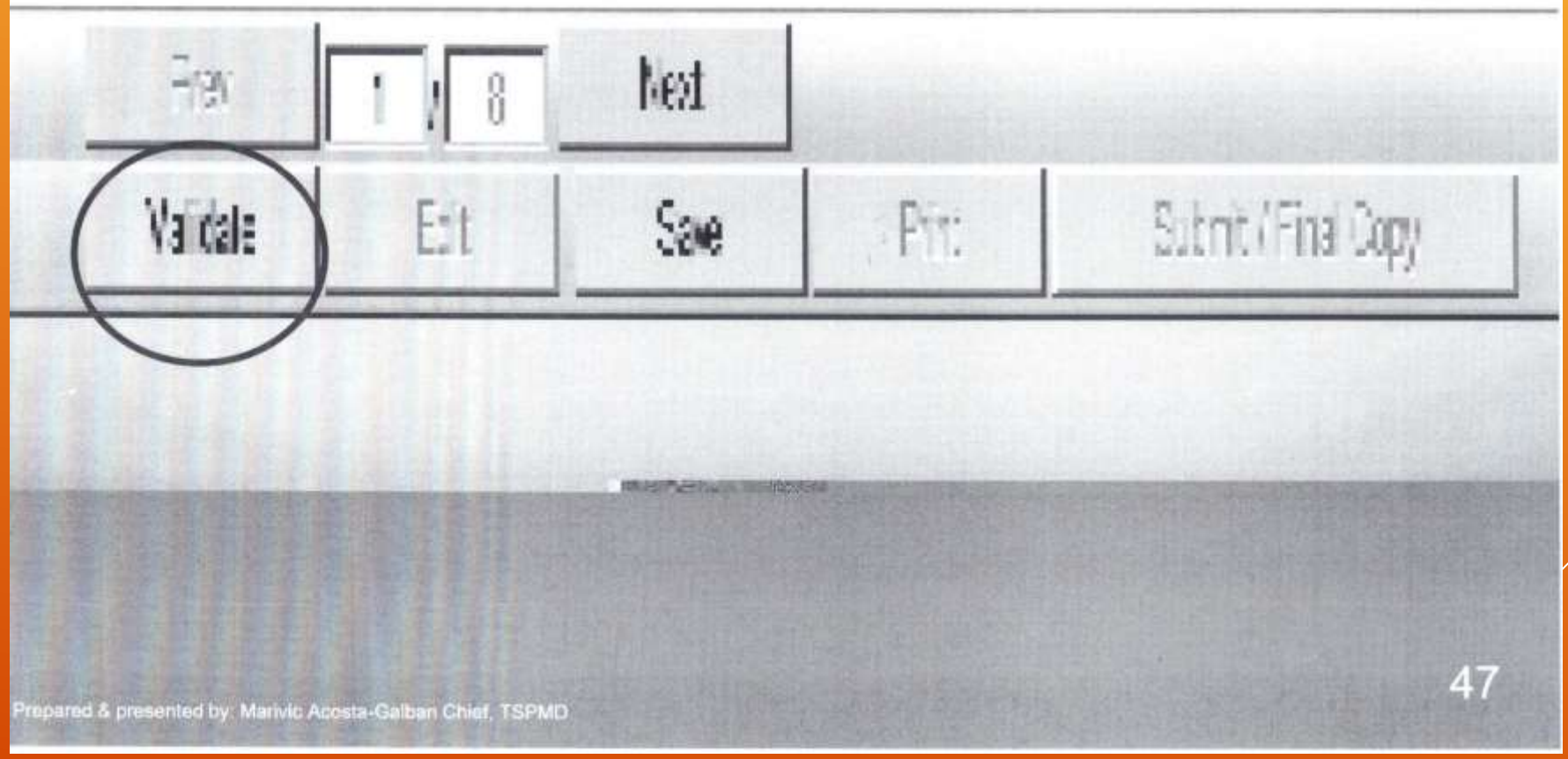
4. Once the form is **completed for submission to the BIR,**

Click **VALIDATE**.

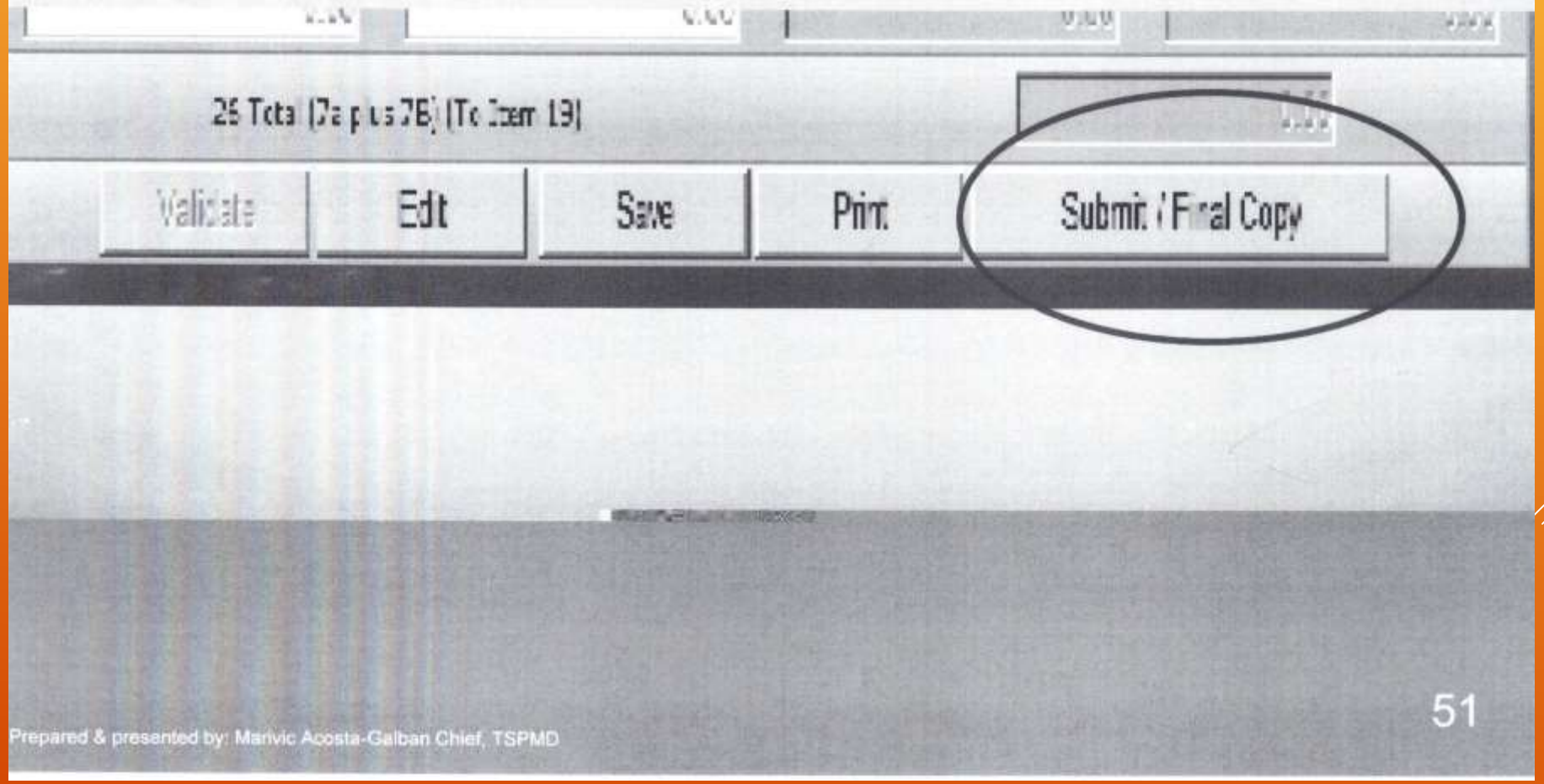
However, you may still update/modify by clicking **EDIT** if needed, and indicate correct entries, then click **VALIDATE** again;

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

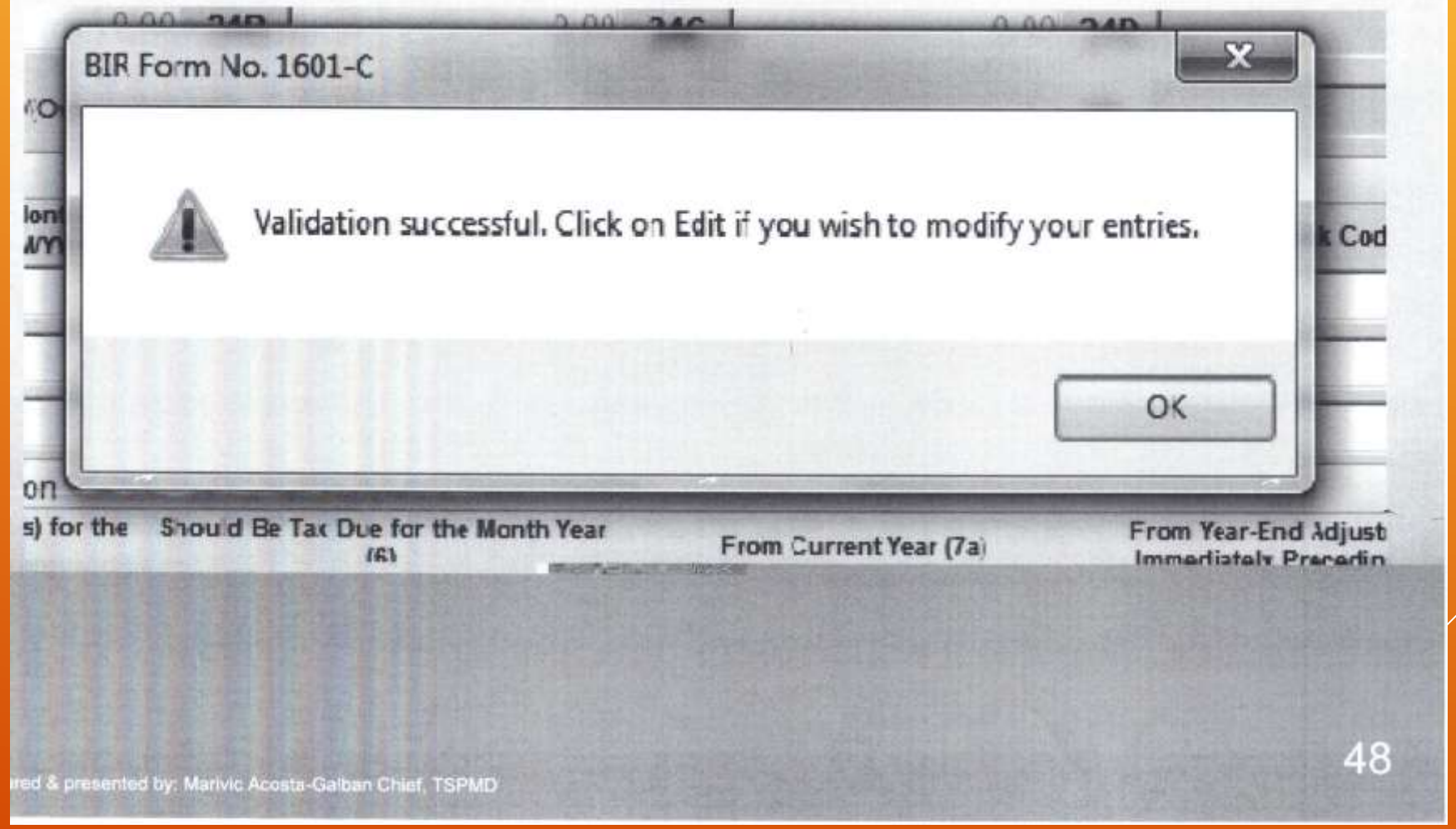
Click Validate:



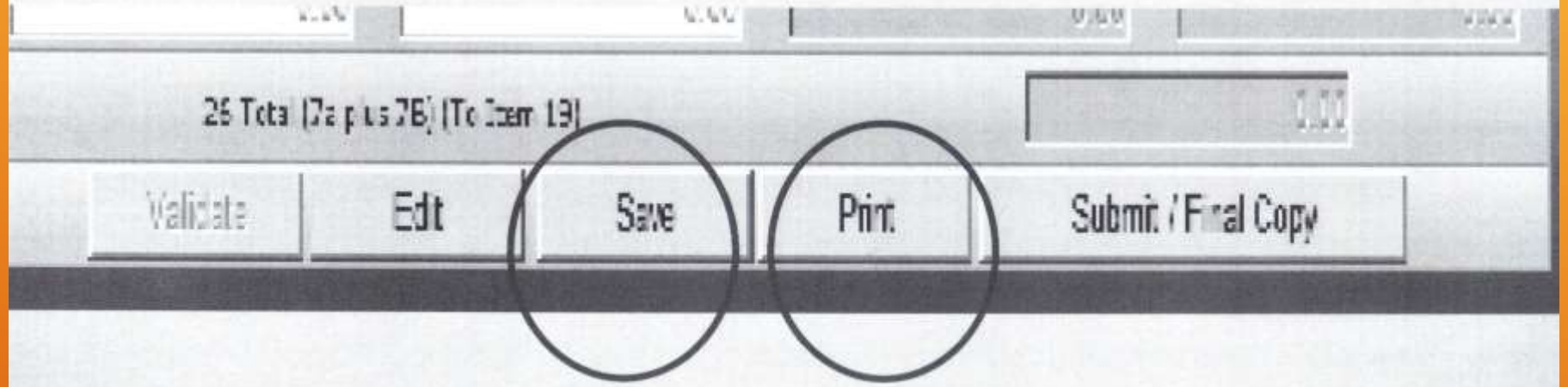
Click Submit/Final Copy:



VALIDATION SUCCESSFUL

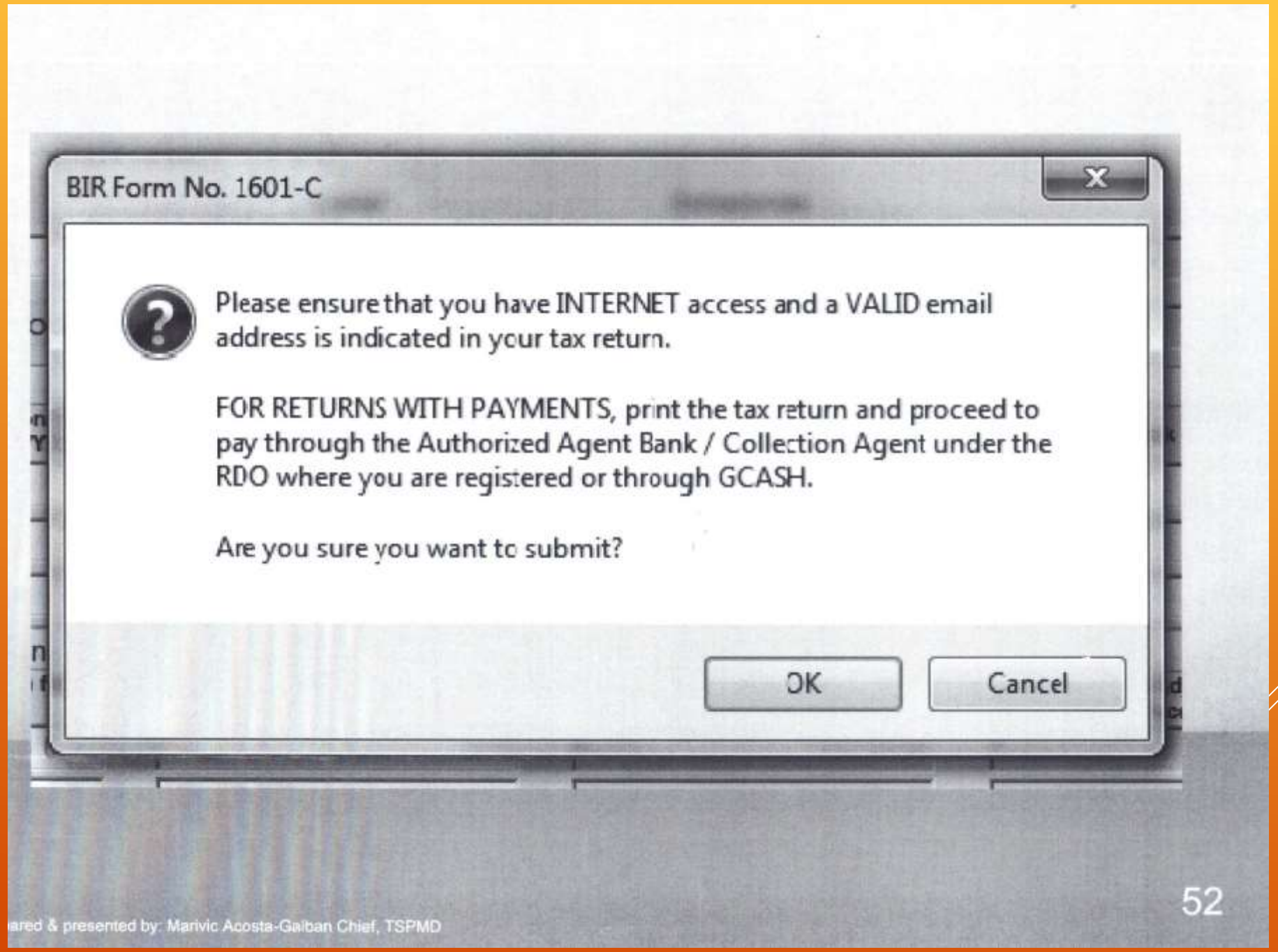


May Click Save or Print:



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 considred 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
ared & presented by: Marivic Acosta-Galban Chief, TSPMD

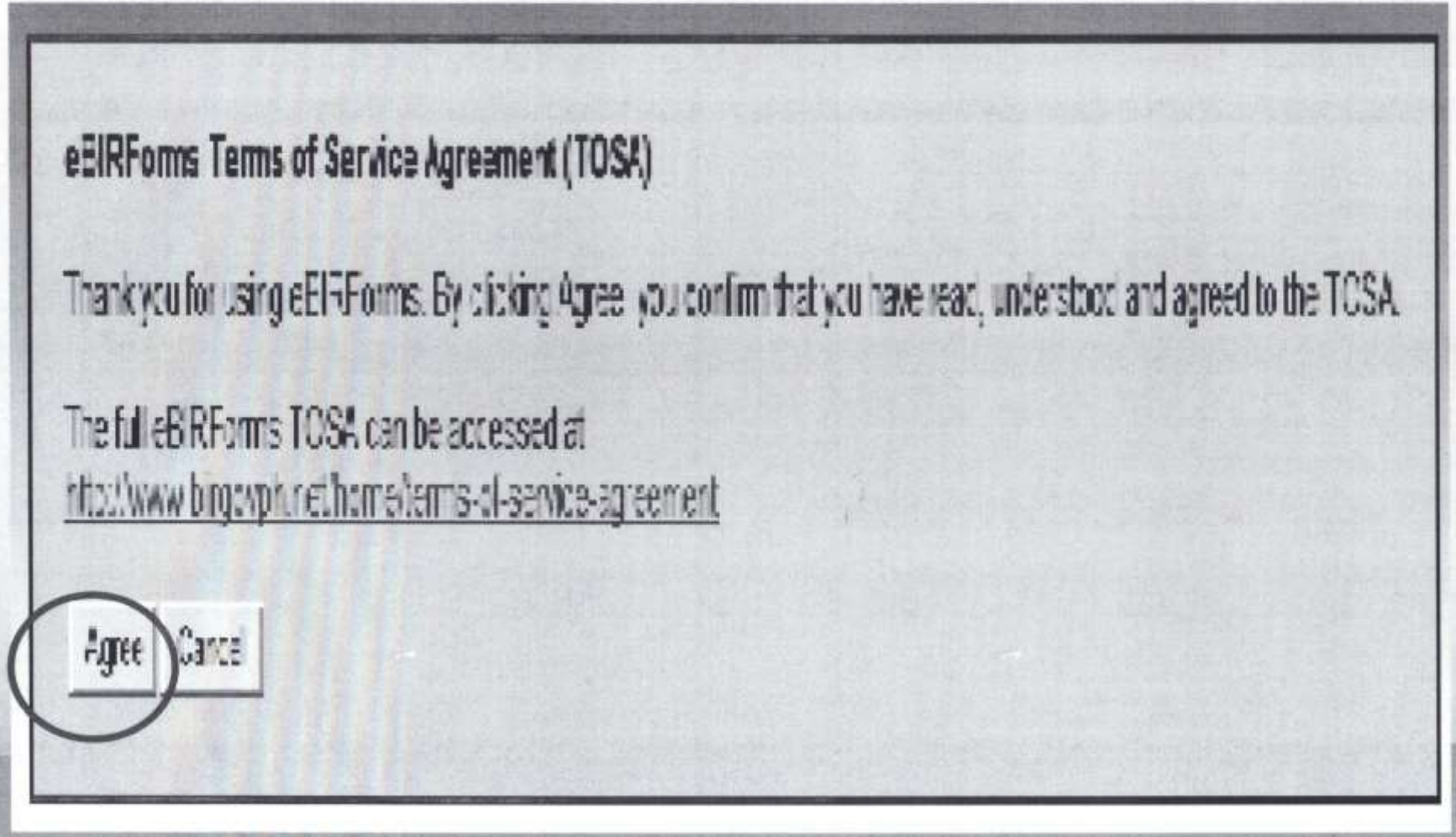
IMPORTANT REMINDER

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:

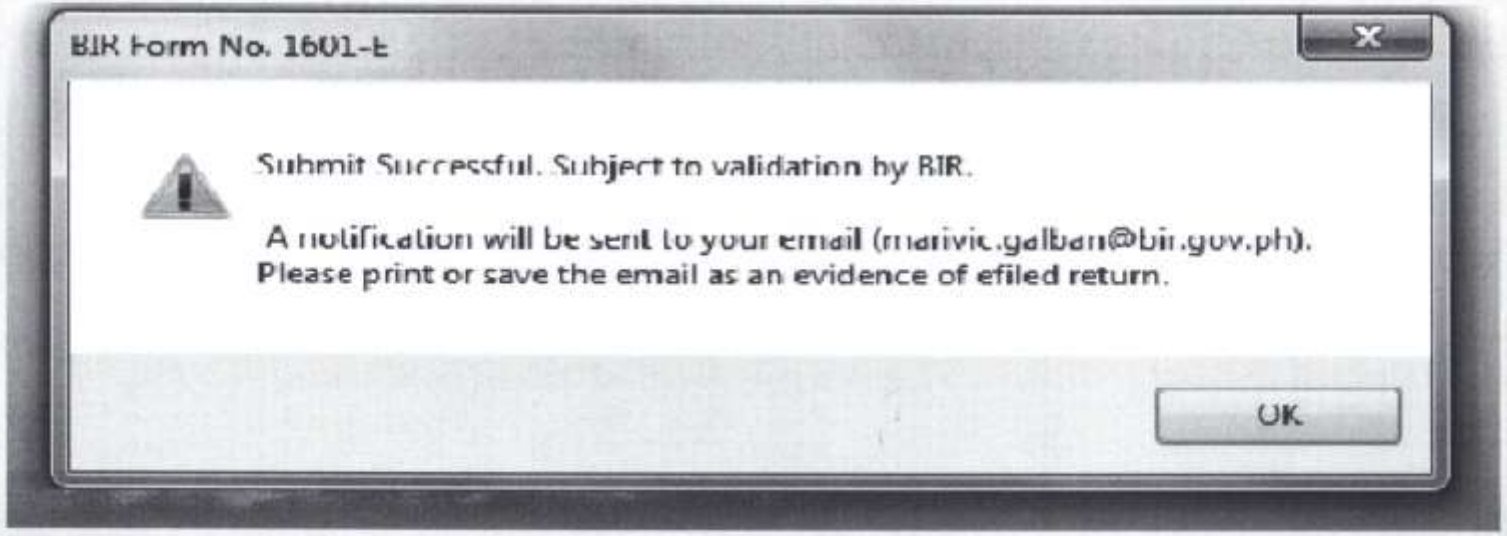
- **Your email address indicated/encoded in the return is VALID and ACTIVE**
- **Your mailbox HAS ENOUGH SPACE/NOT "QUOTA EXCEEDED"**
- **BIR email is not in the SPAM folder**
- **bir.gov.ph is NOT BLOCKED by your email provider**

Non-compliance in any of the above requires

RE-ENCODING AND RE-SUBMISSION of the return.


eBIRForms Terms of Service Agreement (TOSA)
Thank you for using eBIRForms. By clicking Agree, you confirm that you have read, understood and agreed to the TOSA.
The full eBIRForms TOSA can be accessed at
http://www.birgovph.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 marivic.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: 888888888888-1601E-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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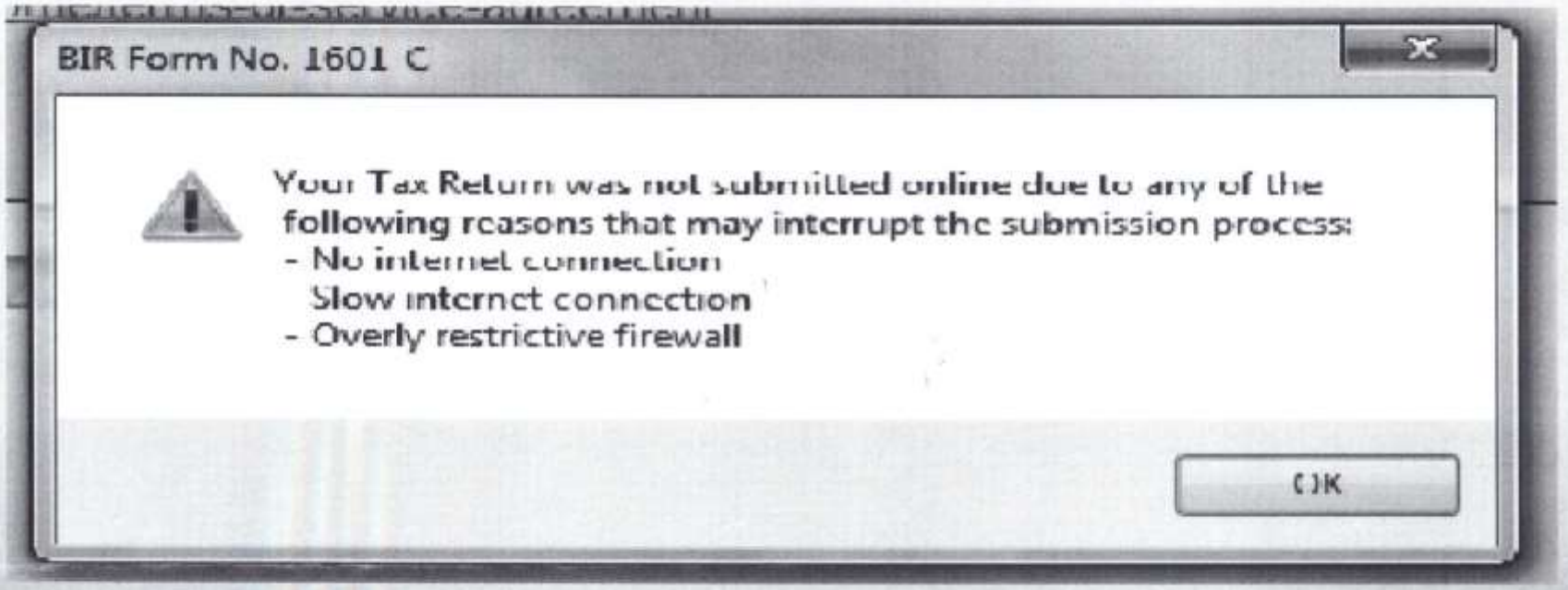
DISCLAIMER
==========

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 5PM Beyond 5 PM During deadline