

# NavarroAmper&Co.

Philippines | Tax & Corporate Services | 22 March 2016



## Tax in a Dot Hot and fresh!

Dear Valued Clients and Friends,

### *Release of eBIRForms Package Version 6.0*

The BIR has released eBIRForms Package Version 6.0, which introduced the following modifications to the earlier version:

1. One-click submission of tax returns
2. Reduced package size for easier downloading

The eBIRForms Package Version 6.0 can be downloaded from the following sites: (a) [www.knowyourtaxes.ph](http://www.knowyourtaxes.ph); (b) [www.dof.gov.ph](http://www.dof.gov.ph); (c) Dropbox using this link: <http://goo.gl/UCr8XS>; and (c) [www.bir.gov.ph](http://www.bir.gov.ph)

## *Tax return filing guidelines*

When filing tax returns, taxpayers should follow these steps:

- Step 1. Download, install, and run eBIRForms Package Version 6.0.
- Step 2. Create a profile by providing a valid Taxpayer Identification Number (TIN), Revenue District Office (RDO) Code, line of business, registered name, registered address, ZIP code, telephone number, and active email address.
- Step 3. Choose from the list of BIR Forms then click FILL UP. Re-enter the TIN and email address to confirm that the information provided is correct.
- Step 4. Accomplish the selected tax return then click the VALIDATE button. If further changes need to be made, click the EDIT button. Make sure to click the VALIDATE button after every change made.
- Step 5. Click SUBMIT/FINAL COPY button.
  - 5.1 If taxpayer is enrolled and activated in Electronic Filing and Payment System (eFPS), he shall be redirected to eFPS login page and shall enter his username and password then follow the steps in eFPS.
  - 5.2 If the taxpayer is an eBIRForms user, he shall be required to fully and unconditionally agree to the Terms of Service Agreement (TOSA) by clicking AGREE. The taxpayers will then receive a system-generated confirmation email.

eFPS taxpayers filing annual income tax returns and excise tax returns should prepare their tax returns using the offline package and submit to eFPS by clicking the SUBMIT/FINAL COPY button.

eFPS taxpayers filing other tax returns shall use the online eFPS. The payment shall be made online through the eFPS facility by clicking the PROCEED TO PAYMENT button.

Non-eFPS taxpayers using eBIRForms shall print their tax return and pay their tax due through Authorized Agent Banks (AABs), Revenue Collection Officers (RCOs), or GCash.

### *Filing of attachments to the income tax returns*

The accompanying schedules and required attachments (i.e., financial statements, statement of management responsibility, and BIR Form 2307) shall be manually filed within 15 days after the electronic filing of the return to the concerned Large Taxpayer (LT) Office/RDO where they are registered. Taxpayers should also submit the duly signed printed e-filed return and printed system-generated confirmation receipt. The Summary Alphabetical List of Withholding Tax (SAW) shall be emailed to [esubmission@big.gov.ph](mailto:esubmission@big.gov.ph).

For your reference, please see attached copy of RMC 35-2016.

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