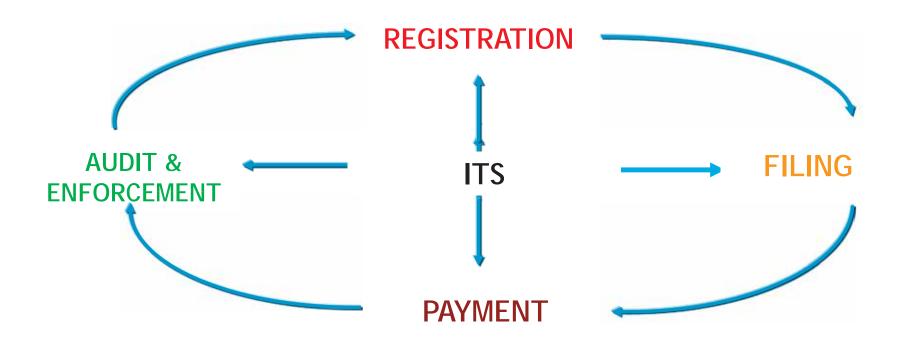
# THE LATEST 2015 REGISTRATION COMPLIANCE REQUIREMENTS

PRESENTED BY:

MARIVIC A. GALBAN

Chief, Taxpayer Service Programs & Monitoring Division

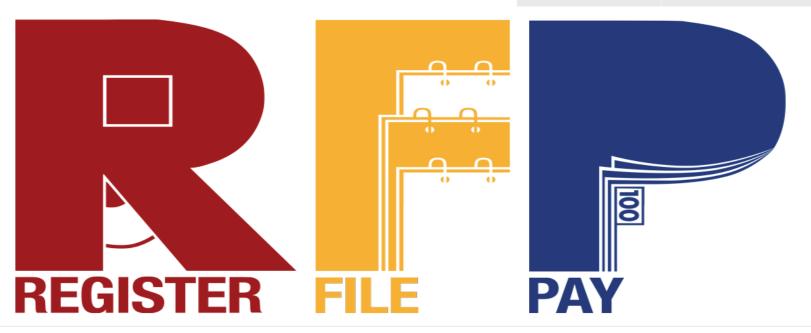
#### eTIS and Tax Administration





#### Effective Taxpayer Compliance Systems

Reforms in Business Tax Compliance & Improved TP Education thru EServices



eREG eAccReg eFPS & eBIRForms
eSubmission
eSales & RELIEF
eORB
eDST

**e**FPS ePayment **e**BIRForms eBills Payment ATM/KIOSK **PAYBIR** mpayment

Marivic A. Galban, Chief, TSPMD-BIR

# THINGS TO CONSIDER BEFORE ENGAGING IN THE BUSINESS/PROFESSION/CONTACT OF SERVICE

- 1. **REGISTRATION** with the BIR
- 2. **Issuance of Official Receipts (ORs)/ Sales Invoice** authorized by the BIR for every income received
- 3. Keeping & maintaining of Books of Accounts
- 4. **Withholding & remittance** of withholding taxes

# THINGS TO CONSIDER BEFORE ENGAGING IN THE BUSINESS/ PROFESSION/CONTACT OF SERVICE

- 5. **FILING** of required tax returns
- 6. PAYMENT of taxes due thereon
- 7. **SUBMISSION** of required information & returns to the Bureau of Internal Revenue

## REGISTRATION

BIR Form No. 1901 <u>SELF-EMPLOYED</u>/PROFESSIONALS/TRUST

BIR Form No. 1903 CORPORATIONS / GOCC / PARTNERSHIP

BIR Form No. 1906 AUTHORITY TO PRINT (ATP) receipts/invoices

BIR Form No. 1907 CASH REGISTER Machine (CRM)/Point of Sale (POS)

BIR Form No. 1900 Application for Computerized Accounting

System/loose leaf books of accounts

BIR Form No. 1903 GOVERNMENT AGENCIES / LGUS

BIR Form No. 1902 <u>EMPLOYEES</u> / OCW / NON-RESIDENT CITIZEN

BIR Form No. 1905 REGISTRATION INFORMATION UPDATE

**UPDATE REGISTRATION** 

CANCELLING REGISTRATION

REPLACEMENT OF LOST TIN CARD/CERTIFICATE

Marivic A. Galban, Chief, TSPMD-BIR

## REGISTRATION

WHEN: ON OR BEFORE COMMENCEMENT OF BUSINESS/

BEFORE PAYMENT OF ANY TAX DUE/ UPON FILING A RETURN 10 DAYS AFTER BECOMING AN EMPLOYER

(SEC 2.83.6 Rev. Regulations No. 2-98, as amended)



Expected Document to be received by the employer:

Certificate of Registration (COR)

Marivic A. Galban, Chief, TSPMD-BIR

#### BIR FORM 1901- INDIVIDUAL

Republic of the Phillipines Department of Finance Bureau of Internal Revenue  Application	n for Registration  1901  November 2014 (ENCS)
For Self-Employed (Single Proprietor/Professional), Mixed Income Individuals, Marginal Income Earner, Non-Resident Alien Engaged in Trade/Business, Estate and Trust	TIN to be issued, if applicable (To be filled up by BIR)
Fill in all applicable white spaces. Mark all appropriate boxes with an "X".  Tax	payer Information
1 Registering Head Office Branch Office Faci	lity 2 BIR Registration Date (To be filled up by BIR) (MM/DD/YYYY)
3 Taxpayer Identification Number (TIN) (For Taxpayer with existing TIN)	4 RDO Code (To be filled up by BIR)
Taxpayer's Name (If Individual) (Last Name) (First Name)  (If ESTATE, STATE of First Name, Middle Name, Last Name) (If TRUST,	(Middle Name) (Suffix) (Nickname)  FAO First Name, Middle Name, Last Name)
6 Gender 7 Date Of Birth/Organization Date (In ca	ase of Estate/Trust)  8 Place of Birth
23 Incentives Details 23A Investment Promotion Agency (e.g. PEZA, BOI) 23B Legal Basis 23D Number of Years 23E Incentive Start Date	23C Incentives Granted (e.g. exempt from IT, VAT, etc.)  23F Incentive End Date
(MM/DD/YYYY)	(MM/DD/YYYY)

#### **BIR FORM 1903- CORPORATION**

(To be filled up by BIR) DLN:		[NOTE: This form sh	all be used in RDOs with eTIS-1 only]
Republic of the Phillipines Department of Finance Bureau of Internal Revenue	oplication for	Registration	BIR Form No. 1903 November 2014 (ENCS)
For Corporations, Partnerships (Taxable/Non-Taxable), Including GAIs, LGUs, Cooperatives and Associations Fill in all applicable white spaces. Mark all appropriate boxes with	th an "X".	TIN to be issued	if applicable (To be filled up by BIR)
Part 1	Taxpayer Info	rmation	
1 Registering	Office Facility	2 BIR Registration Date (To be filled up by BIR) (MM/DD/	yyyy
3 Taxpayer Identification Number (TIN) (For Taxpayer with existing TIN)		0,0,0,0,0	RDO Code (To be filled up by BIR)
5 Registered Name (Copy exact name appearing in SEC C	Certificate of Registration/Charter/Co	coperative Development Authorit	y/HLURB)
6 Date of Incorporation/Organization/Cooperation (MM/DD/YYYY)	7 Taxable Year/Accoun		Starting Date of Fiscal Year (MM/DD/YYYY)

### **INCENTIVE DETAILS**

	Durunguy	LII COUC
16 Incentives Details		
16A Investment Promotion Agency (e.g. PEZA, BOI) 16B Le	egal Basis (e.g. RA, EO) 16C Incentive	s Granted (e.g. exempt from IT, VAT, etc.
16D Number of Years 16E Incentive Start Date	16F Incentive End Date	
(MM/DD/YYYY)	(MM/DD/YYYY) [	

#### DOCUMENTARY REQUIREMENTS

Documentar	y Requ	iremen	S
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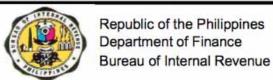
A. Copy of SEC Registration and Articles of Incorporation for Corporation/	H. For GAIs, GOCCs and LGUs - Copy of the
Articles of Partnership, as the case may be  B. Copy of Mayor's Business Permit or duly received Application for Mayor's  Business Permit, if the former is still in process with the LGU  C. Contract of Lease, if applicable	I. For Cooperatives - Copy of Cooperative Door Registration and Articles of Cooperation  J. For Homeowners' Association - Copy of Cooperation and Land Use Regulatory Boar
D. Certificate of Authority, if Barangay Micro Business Enterprise (BMBE)	IN THE CASE OF REGISTRATION OF BRANCH/F
registered entity  E. Franchise Agreement, if applicable	A. Copy of Certificate of Registration (COR) types to be used by the HO and COR of
F. License to Do Business in the Philippines, in case of Resident Foreign Corporation  G. Proof of Registration / Permit to Operate with Board of Investment (BOI)/ Board of Investment for Autonomous Region of Muslim Mindanao (BOI-ARMM), Philippine Economic Zone Authority (PEZA), Bases Conversion Development Authority (BCDA), Subic Bay Metropolitan Authority (SBMA), if applicable	used by a particular branch  B. Copy of Mayor's Business Permit or duly r  Business Permit, if the former is not yet a  C. Contract of Lease, if applicable.

H. For GAIs, GOCCs and LGUs - Copy of the Unit or Agency's Charter	
I. For Cooperatives - Copy of Cooperative Development Authority (CDA) Certific of Registration and Articles of Cooperation  J. For Homeowners' Association - Copy of Certificate of Registration issued by Housing and Land Use Regulatory Board (HLURB) and Articles of Association.	
IN THE CASE OF REGISTRATION OF BRANCH/FACILITY TYPE:	
A. Copy of Certificate of Registration (COR) of the Head Office (HO) for facility types to be used by the HO and COR of the Branch for facility types to be	
used by a particular branch  B. Copy of Mayor's Business Permit or duly received Application for Mayor's  Business Permit, if the former is not yet available; and  C. Contract of Lease, if applicable.	

[NOTE: This form shall be used in RDOs with eTIS-1 only]

(OIL DDO)

(To be filled up by BIR) ► DLN:



#### Application for Registration Information Update/Correction/Cancellation

BIR Form No. 1905 November 2014 (ENCS)

t I TA	AXPAYER INFORMATION	47	
Taxpayer Identification Number (TIN)	2 RDC		ontact umber
Taxpayer's Name (If Individual) (Last Name) (F	First Name)	(Middle Name)	(Suffix) (Nickname)
(If Non-Individual, Registered Name)	JL		
	OF REGISTRATION INFORMA	TION UPDATE/CORRECTI	ON
Replacement/Cancellation of: FORM/S	1	REASON/DETAILS	
A Certificate of Registration (COR) B Authority to Print (ATP) Receipts/Invoices C Tax Clearance Certificate for Tax Liabilities (TCL1) D Taxpayer Identification Number (TIN) Card E Tax Clearance Certificate for Transfer of Property/ies (TCL2)/Certificate Authorizing Registration (CAR) F Others (please specify)	The state of the s	Corre	ection/Change/Update of Registration Information please proceed to number 6 for oplicable change in registration formation)

#### BIR FORM 1905- UPDATE

F. CHANGE/ADD INCENTIVE DETA	AILS/REGISTRATION	
Investment Promotion Agency		Number of Years
Legal Basis		Start Date (MM/DD/YYYY)
Incentives Granted		End Date (MM/DD/YYYY)
Registration/Accreditation No.		Registered Activity
Effectivity Date From	То	Tax Regime
(MM/DD/YYYY)		Activity Start Date (MM/DD/YYYY)
Date Issued (MM/DD/YYYY)		Activity End Date (MM/DD/YYYY)

## REGISTRATION PROCEDURES

#### Step 1

#### Accomplish Application for Registration

- BIR Form No. 1901 (for individuals)
- BIR Form No. 1903 (for GPPs)

Submit it with the applicable attachments to the Revenue District Office (RDO) having jurisdiction over the principal place of business

#### Note:

# The Professional may electronically secure TIN through eREG system which can be accessed at

The BIR Website at www.bir.gov.ph
The BIR Portal at www.my.bir.gov.phr

Rmo 20-2015

# REGISTER TAX TYPES

- A. Registration Fee (RF)
- B. Income Tax (IT)
- C. Business Tax
  - VAT
  - Percentage Tax
  - Excise

# REGISTER TAX TYPES

#### Value Added Tax (VAT) – 12%

- if gross annual professional fees or sale of goods & service is P1,919,500.00 and above
- if professional opted to be a VAT-registered taxpayer

## Percentage Tax/NON-VAT - 3%

• if gross annual professional fees or sale of goods & service is **below P1,919,500.00**.

# Register Tax Types

#### Withholding Taxes (WT)

#### Withholding Tax on Compensation (WC)

- if with employees.

#### Expanded Withholding Tax (EWT)

- if with income payment subject to EWT like rental

#### Final Withholding Tax (FWT)

- if with income payment subject to FWT

#### Other applicable taxes determined by BIR

# Registration Fee

The Business taxpayer should also register and pay the corresponding Registration Fee for each separate or distinct establishment and/or clinic/s in case of medical practitioners.

# 2. Registration Fee

Pay the registration fee (RF) of Php 500.00 upon registration, and every year thereafter

WHEN: on or before January 31,

FORM: BIR Form No. 0605 (Payment Form)

WHERE: to any Authorized Agent Bank (AAB)

or Revenue Collection Officer (RCO) located within RDO

## 3. Briefing

Attend the taxpayer's briefing or secure briefing materials flyers / leaflets on

Basic rules on taxation and Taxpayer's rights & obligations

## 3. Briefing

At the RDO before the release of

Certificate of Registration (COR)

[BIR Form No. 2303]

which reflects the tax types to which the taxpayer is obligated and the

"Ask for Receipt" Notice (ARN)

#### DISPLAY CERTIFICATE

The original COR & ARN must be conspicuously displayed in the professional's place of business

## 4. ATP (Manual Receipts & Invoices)

- Apply for Authority to Print Invoices/Receipts using BIR Form No. 1906 & submit with required documents
- Once these receipts/invoices are printed, their registration is required under existing rules & regulations

## 4. ATP (Electronic/Receipts & Invoices)

- Apply for Computerized Accounting System (CAS) using BIR Form No. 1900 & submit with required documents specified.
  - Requires functional and technical evaluation of the system / purchased from accredited suppliers

OR

Purchase POS/CRM from accredited suppliers

#### PRINCIPAL RECEIPTS / INVOICES

for purposes of this regulations, it is a written account evidencing the sale of goods and/or services issued to customers in an ordinary course of business which necessary includes the following:

#### PRINCIPAL RECEIPTS / INVOICES

- 2.1 VAT SALES INVOICE
- 2.2 VAT OFFICIAL RECEIPT
- 2.3 NON-VAT SALES INVOICES
- 2.4 NON-VAT OFFICIAL RECEIPT

# SELLING OF GOODS AND/OR PROPERTIES



# SELLING OF SERVICES AND/OR LEASING

Sample Only	

#### **XYZ CORPORATION**

U305/3F Visayas Avenue, Quezon City **AT Reg. TIN: 245-406-465-000**0

"Annex C.3"

#### **SALES INVOICE**

Sold to: TIN: Address: Business Style:				Date: Terms: OSCA/PWD ID No.: SC/PWD Signature:	
QUANTITY	UNIT	ARTICL	ES	UNIT PRICE	AMOUNT
				Total Sales (VAT Inclusive)	
				Less: VAT	
		VATable Sales		Amount: Net of VAT	
		VAT-Exempt Sales		Less: SC/PWD Discount	
		Zero Rated Sales		Amount Due	
		VAT Amount		Add: VAT	
40.514. (0.)4004.4500				TOTAL AMOUNT DUE	

10 Bklts (3x) 1001-1500

BIR Authority to Print No. 3AU000805222

Date Issued: 07-30-13: Valid until 07-29-2018

JDC PRINTING SERVICES, INC.

Bgy. 123, Quezon City

TIN: 123-456-789-0000

Cashier/Authorized Representative

Printer's Accreditation No. P08051200

Date Issued: <u>08-01-12</u>

No. 1001

THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP.

#### Sample Only

#### LARRY B. VELO., M.D.

Rm. 205 St. Luke's Hospital, E. Rodriguez Sr.,Q.C.

NON-VAT Reg. TIN: 144-424-024-0000

#### **OFFICIAL RECEIPT**

lling Invoice No.	Amount		DATE			DATE		
			Received fron		with TIN			
tal Sales			and address at		engaged in the			
ss: SC/PWD Discount			business style o	 f	the sum of			
tal Due				'I	<del></del>			
ss: Withholding Tax					pesos			
yment Due			( <del>P</del> ) In part	ial/full payment f	or			
			Sr. Citizen TIN					
				By:				
orm of Payment:			OSCA/PWD ID No.	Signature	Cashier/ Authorized Representative			
sh	Check							
10 Dkite (2x) 40	001 1500				No. 1001			

10 Bklts (3x) 1001-1500

BIR Authority to Print No. 3AU000805222

Date Issued 07-30-13: Valid until 07-29-2018

BERTHA PRINTING SERVICES, INC.

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

Date Issued 08-01-12

Printer's Accreditation No. P08051200

Bgy. 789, Quezon City TIN 123-456-789-0000

THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP.
Marivic A. Galban, Chief, ISPMD-BIR

- 3. SUPPLEMENTARY RECEIPTS /INVOICES for purposes of these Regulations, these are also known as COMMERCIAL INVOICES.
- It is a written account evidencing that a transaction has been made between the seller and the buyer of goods and/or services, forming part of the books of accounts of a business taxpayer for recording, monitoring and control purposes.

 SUPPLEMENTARY RECEIPTS / INVOICES - It is a document evidencing delivery, agreement to sell or transfer of goods and services which includes but are not limited to

delivery receipts (DR) order slips (OS)

debit and/or credit memo, purchase order (PO)

job order (JO)provisional/temporary receipt

acknowledgement receipt, collection receipt (CR)

cash receipt (CR)bill of lading,

billing statement,
 statement of account (SOA)

any other documents, by whatever name it is known or called,

#### Whether prepared

- manually (handwritten information) or
- pre-printed/pre-numbered loose-leaf (information typed using excel program or typewriter) or
- computerized
- as long as it is used in the ordinary course of business being issued to customers or otherwise.

Sample Only		XYZ CORPORATION  J305/3F Visayas Avenue, Quezon City Reg. TIN: 005-257-364-0000	"Annex C.6"		
		DELIVERY RECEIPT			
Delivered to: TIN:			Date:		
Address:			Terms:		
QUANTITY	UNIT	A	RTICLES		
Received the above goods and services in good o	rder & condition.				
10 Bklts (3x) 1001-1500 BIR Authority to Print No. 3AU000805222		Customer Signa	iture Over Printed Name		
Date Issued 07-30-2013: Valid until 07-29	<u>-2018</u>	Printer's Acc	creditation No. P08051200		
BERTHA PRINTING SERVICES, INC. Bgy. 789, Quezon City		Date Issued			
TIN: 123-456-789-0000					
			No. 1001		
"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"					
The state of the s					
I DIO DE	LIVERY RECEIP	<u>T SHALL BE VALID FOR FIVE (5) YEARS FR(</u>	DIVITIE DATE OF ATP.		

Sample Only	JUAN DELA Proprieto 426 Dilman, Qu Reg. TIN: 30	tor "Annex C.5"		
COLL	ECTION RECEIPT	DATE		
Received from		with TIN		
and address at		engaged in the busines	SS	
style of			_	
		pesos ( <del>P</del> ) In partial/fo	ull	
payment for				
	Ву:	<del></del> .		
Francisco		Cashier/ Authorized Representative		
10 Bklts (3x) 1001-1500				
BIR Authority to Print No. 3AU0	00805222	Printer's Accreditation No. P080512	<u> 200</u>	
Date Issued : 07-30-13: Valid u	ntil 07-29-2018	Date Issued: <u>08-01-12</u>		
JDC PRINTING SERVICES, INC	S.			
Bgy. 123, Quezon City		No. 1001		
TIN: 123-456-789-0000 "THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"				
THIS COLLECTION RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM FILL DATE DATE DE TORMO-BIR				

#### SEC 2. DEFINITION OF TERMS

#### 3. SUPPLEMENTARY RECEIPTS / INVOICES

Supplementary receipts/invoices, for purposes of VAT, are <u>NOT VALID proof to support the</u> <u>claim of INPUT TAXES</u> by buyers of goods and/or

## 5. Registration of Books of Accounts

#### **Apply for Registration**

- -Journals and Ledgers & applicable subsidiary books
- For medical practitioners
  - Daily list of patients with the corresponding fees including those free of charge, per clinic
  - Senior Citizen Book for transactions with Senior Citizens

Have them stamped by the RDO where the taxpayer is registered

## 6. Update Registration Information

#### USE BIR Form No. 1905

- Change of registered address,
- Personal exemptions,
- Additional tax types

Submit this at the RDO having jurisdiction over the place of business.

# When and Where to File and Pay

## For Electronic

e-filed and e-paid on or before the deadlines
 for ITR 15<sup>th</sup> day of April <a href="http://www.bir.gov.ph">http://www.bir.gov.ph</a>.





### DOWNLOADABLES

- 1.1. www.knowyourtaxes.ph
- 1.2. www.dof.gov.ph
- 1.3. Dropbox: http://goo.gl/UCr8XS
- 1.4. www.bir.gov.ph

All the 37 tax returns available in the package can be filed by clicking the "FINAL COPY" button and the taxpayer will receive the corresponding confirmation thru email notification.

# TAXPAYERS USING THIS NEW VERSION SHALL FOLLOW THESE SIMPLE AND CONVENIENT STEPS:

Marivic A. Galban, Chief, TSPMD-BIR

#### Step 1.

**DOWNLOAD**, **INSTALL** and **RUN** eBIRForms Package version 5.2

#### Step 2.

FILL-UP directly by encoding data in tax return

#### Step 3.

Click **VALIDATE** after accomplishing tax return. If there are changes to make, click **EDIT** button. Make sure to validate after every changes made.

#### Step 4.

Click FINAL COPY

# An email confirmation will be received by the taxpayer.

For those who are not yet enrolled to the eBIRForms System, it is required to fully and unconditionally agree to the Terms of Service Agreement (TOSA).

## For Non-Electronic Filing Taxpayer

Manually Filed and paid on or before the 15th day of April

- -WITH
  located within the territorial jurisdiction of the RDO where the taxpayer is registered.
- –NO filed with the concerned RCO under the jurisdiction of the RDO where the taxpayer is registered using eBIRFORMS

### For Non-Electronic Filing and Payment System (non-eFPS) Taxpayer

"NO PAYMENT RETURNS"

Filed with the RDO where the taxpayer is registered/has his legal residence or place of business in the Philippines or with the concerned RCO under the same RDO mandatory efile using eBIRFORMS

## THANK YOU

## MARIVIC A. GALBAN

CHIEF, TAXPAYER SERVICE PROGRAMS & MONITORING DIV.
BIR, NATIONAL OFFICE

#### **TAXPAYER Assistance**



BIR Website provides access to

- information
- eServices

981-8888

contact\_us@cctrbir.gov.ph

BIR Contact Center For taxpayer assistance Now linked with





The public may file complaints against BIR officials and employees through the internet