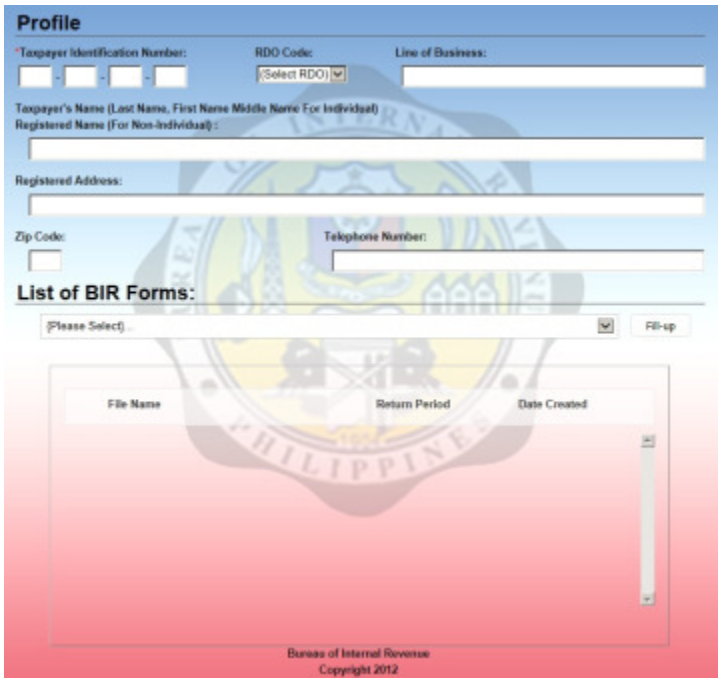
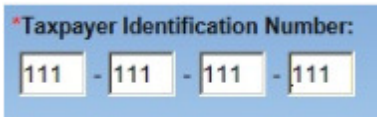
Before an Offline eBIR Form can be filled up, User has to create a User Profile.

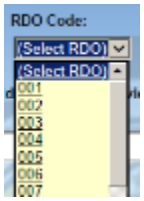
1) User can proceed to the **Offline eBIRForms Profile Page**.



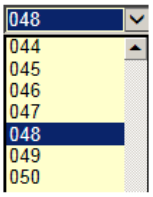

2) Type in the three-digit series **Tax Identification Number (TIN)** on the boxes provided.



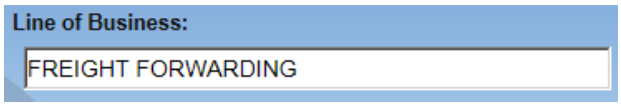

3) **Find** the appropriate **RDO Code** from the RDO Code dropdown list.



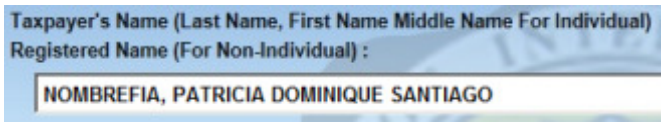

4) **Click the selected code** to allow system to include it in information file.



5) Type in the specific **Line of Business** based on Certificate of Registration (BIR Form No. 2303)

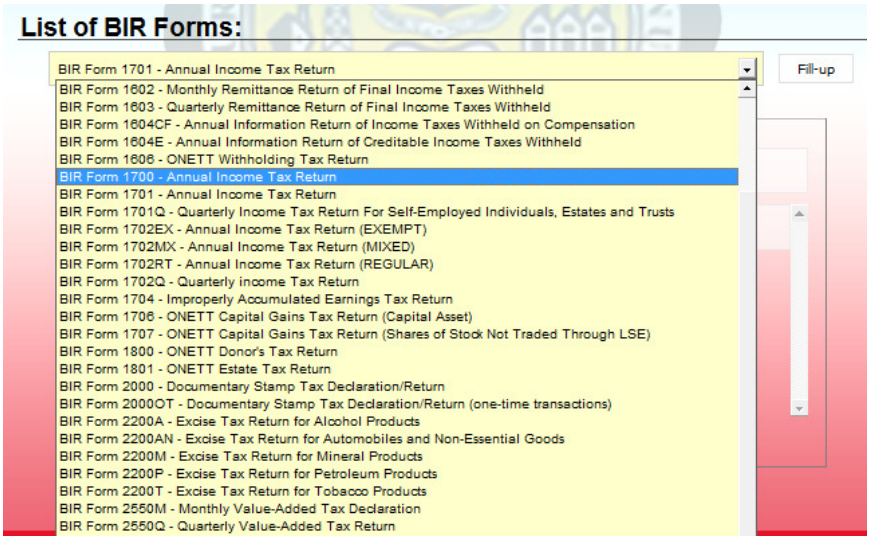



6) Enter details about **Taxpayer Name**. Type in *Last Name, First Name and Middle Name* format.




7) Type in the **Registered Address**, **Zip Code and Contact Number.**

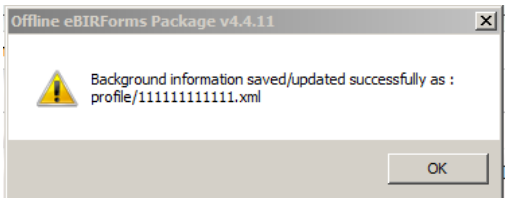
8) On the eBIRForms screen, proceed to **List of BIR Forms row.**
9) From the List of BIR Forms row, **find the appropriate form to use**



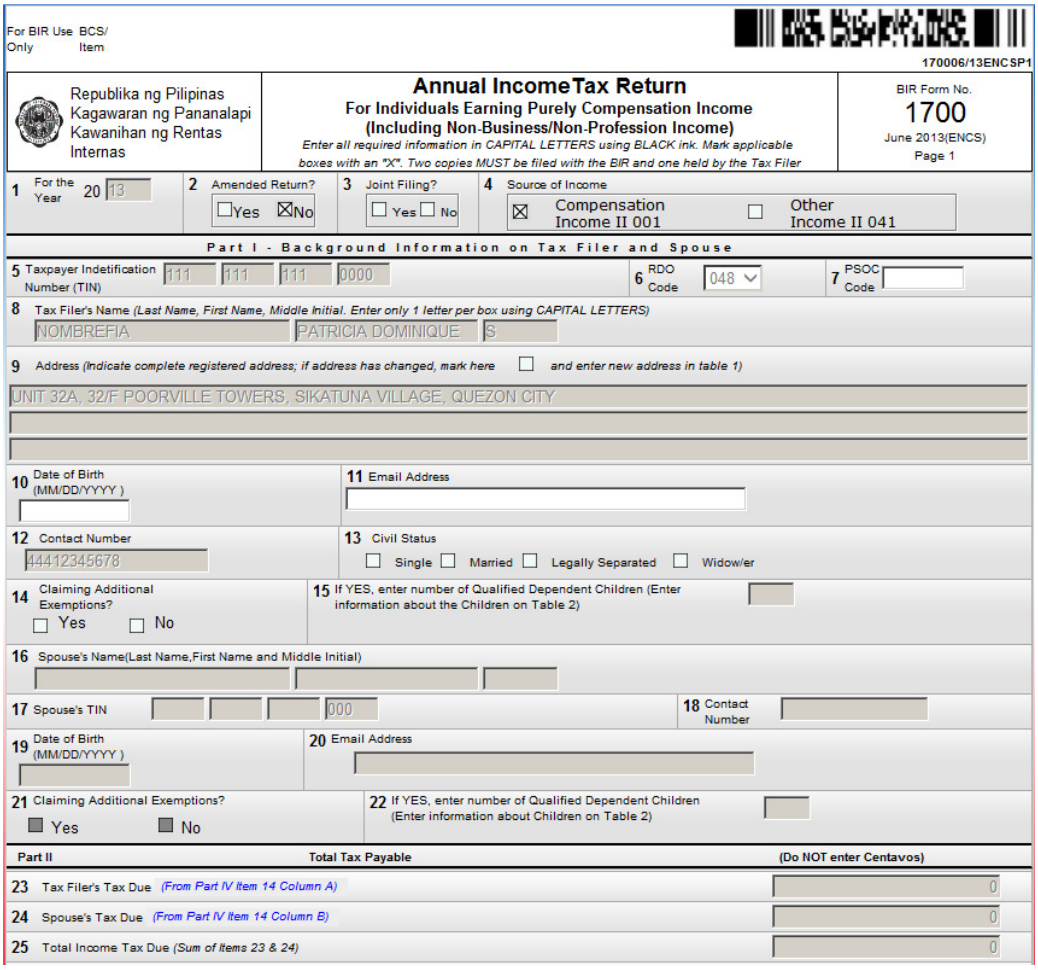

10) **Click** on the **appropriate form** to use

11) When the chosen form appears on the list box, click the **Fill-up button** to enable full-image display of the form.

12) System will save any data that has been entered. A message stating successful saving/updating of background information will appear onscreen.




13) System will now **display full image** of the chosen BIR form.



For BIR Use Only | BCS/ Item

170006/13ENCSP1

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

**Annual IncomeTax Return**
**For Individuals Earning Purely Compensation Income (Including Non-Business/Non-Profession Income)**
*Enter all required infomation in CAPITAL LETTERS using BLACK ink. Mark applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer*

BIR Form No. 1700
June 2013(ENCS)
Page 1

1 For the Year 20 13
2 Amended Return? ☐Yes ☒No
3 Joint Filing? ☐ Yes ☐ No
4 Source of Income ☒ Compensation Income II 001 ☐ Other Income II 041

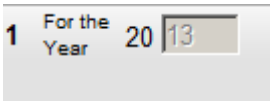
**Part I - Background Information on Tax Filer and Spouse**

5 Taxpayer Indetification Number (TIN) 111 111 111 0000
6 RDO Code 048
7 PSOC Code
8 Tax Filer's Name *(Last Name, First Name, Middle Initial. Enter only 1 letter per box using CAPITAL LETTERS)*
NOMBREFIA PATRICIA DOMINIQUE S
9 Address *(Indicate complete registered address; if address has changed, mark here ☐ and enter new address in table 1)*
UNIT 32A, 32/F POORVILLE TOWERS, SIKATUNA VILLAGE, QUEZON CITY
10 Date of Birth (MM/DD/YYYY)
11 Email Address
12 Contact Number 44412345678
13 Civil Status ☐ Single ☐ Married ☐ Legally Separated ☐ Widow/er
14 Claiming Additional Exemptions? ☐ Yes ☐ No
15 If YES, enter number of Qualified Dependent Children (Enter information about the Children on Table 2)
16 Spouse's Name(Last Name,First Name and Middle Initial)
17 Spouse's TIN 000
18 Contact Number
19 Date of Birth (MM/DD/YYYY)
20 Email Address
21 Claiming Additional Exemptions? ■ Yes ■ No
22 If YES, enter number of Qualified Dependent Children (Enter information about Children on Table 2)

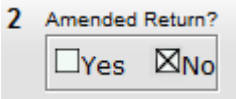
| Part II | Total Tax Payable | (Do NOT enter Centavos) |
|---|---|---|
| 23 | Tax Filer's Tax Due *(From Part IV Item 14 Column A)* | 0 |
| 24 | Spouse's Tax Due *(From Part IV Item 14 Column B)* | 0 |
| 25 | Total Income Tax Due *(Sum of Items 23 & 24)* | 0 |

## *TO FILL-UP THE 1700 FORM*

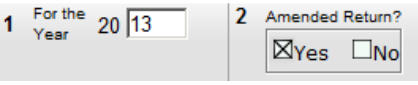
1) For Field No. 1 **"For the Year"**, the specific year that appears is already set to default based on pre-requisite entry asked by system from User.



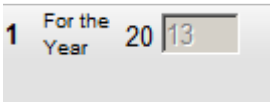

2) Go to Field No. 2 to determine if Tax Return is "**Amended Return**" or not



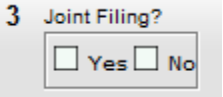

3) If User clicks YES button, "**Return Period**" of Field No. 1 will no longer be defaulted and box will become editable.



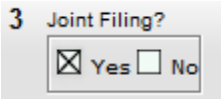

4) If User clicks NO button, "**Return Period**" of Field No. 1 will remain at default




5) Go to Field No. 3 to determine if Tax Return is for "**Joint Filing**" or not

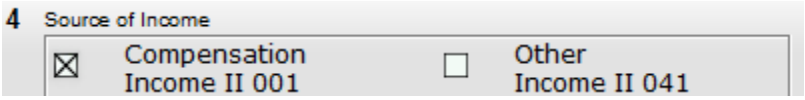



6) If User clicks YES button, Field Nos. 16 to 21 for "**Spouse Information**" will become editable and require User to fill in details

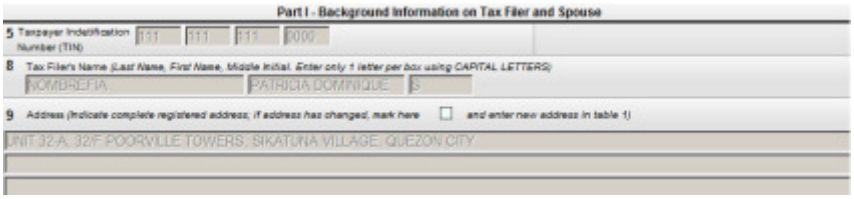


7) If User clicks NO button, "**Spouse Information**" from Field Nos. 16 to 21 will remain at default

8) Go to Field No. 4 and select the appropriate "**Source of Income**"

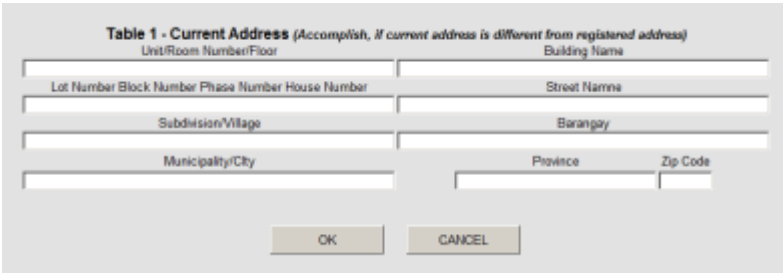



9) For Part I, **"Background Information on Tax Filer and Spouse"** Field Nos. 5, 8 & 9, all data that appears is already set to default based on pre-requisite typing of entries asked by system from User.

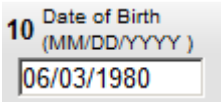



10) Only data typed in for Field Nos. 6 & 7 remain editable

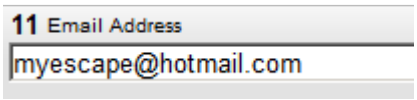
11) Go to Field No. 9 for "**Address**" if the original address stated is no longer valid. When the box provided has been checked, system will display a table onscreen.



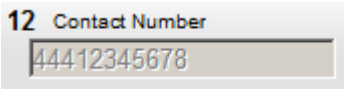
12) Go to Field No. 10 and type in "**Date of Birth**"



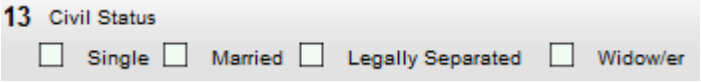

13) Go to Field No. 11 and type in current "**Email Address**"




14) For Field No. 12 **"Contact Number"**, data that appears is already set to default based on pre-requisite typing of entry asked by system from User.




15) Go to Field No. 13 and check current "**Civil Status**" in boxes provided




16) For Part II, Field No. 23 titled "**Tax Filer's Tax Due"**, click the ***(From Part IV Item 14 Column A)*** link, and provide the information needed, if applicable

17) For Field No. 24 titled "**Spouse's Tax Due"**, click the ***(From Part IV Item 14 Column B)*** link, and provide the information needed, if applicable

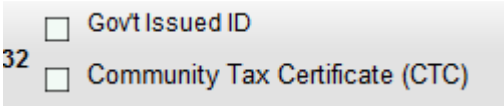
18) For Field No. 26 titled "**Less: Tax Filer's Tax Credits/Payments**", click the ***(From Part IV Item 19 Column A)*** link, and provide the information needed, if applicable

19) For Field No. 27 titled "**Spouse's Tax Credits/Payments**", click the ***(From Part IV Item 19 Column B)*** link, and provide the information needed, if applicable

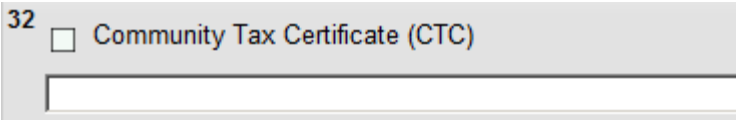
20) For Field No. 29 titled "**Less: Portion of Tax Payable Allowed for 2nd Installment to be Paid on or before July 15**", click the ***(From Part IV Item 22)*** link, and provide the information needed, if applicable

21) For Field No. 30 titled "**Add: Total Penalties**", click the ***(From Part IV Item 27)*** link, and provide the information needed, if applicable

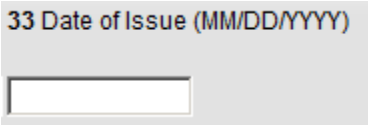
22) Go to Field No. 32 and specify government-issued ID to use for validation by checking the box provided for it.




23) If the Community Tax Certificate (CTC) box is checked, type in the CTC Number on the space provided for it.



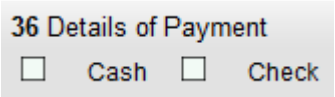

24) Go to Field No. 33 and type in the "**Date of Issue**" for the government-issued ID



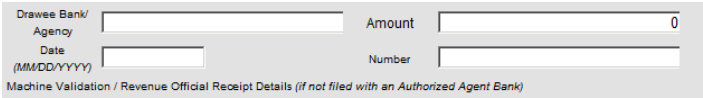

25) Go to Field No. 34 and type in the "**Amount, if CTC**" for the government-issued

26) Go to Field No. 35 and type in the "**Place of Issue**" for the government-issued ID

27) Go to Part III, "**Details of Payment**" Field No. 36 titled and specify mode of payment to be followed by checking the box provided.



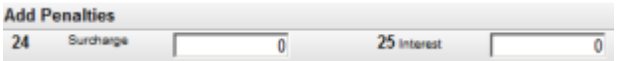

28) If the Check box is clicked as chosen mode of Payment, type in the important details on the space provided for it to supplement claim for type of payment.




29) Go to Part IV – Computation of Tax, Field Nos. 5 titled "**Non-taxable/Exempt Income**" & 7 titled "**Premium in Health and/or Hospitalization Insurance**" and specify details, if applicable

30) Go to Part IV – Computation of Tax Credits/Payments, Field Nos. 17 titled "**Foreign Tax Credits**" & 18 titled "**Other Payments/Credits**" and specify details, if applicable

31) Go to Part IV – Add Penalties, Field No. 24 titled "**Surcharge**" and specify details, if applicable




32) For Field No. 27 titled "**Total Penalties (Sum of Items 24 to 26)**", click the ***(To Part II Item 30)*** link, and provide the information needed, if applicable

.

33) For Field No. 28 titled "**Total Amount Payable Upon Filing *(Overpayment)***", click the ***(To Part II Item 31)*** link, and provide the information needed, if applicable

34) Go to Part V – **Supplemental Information**, Section A, Field Group No. I, **Field Nos. 1 to 6** and specify details, if applicable

| A - Gross Income/ Receipts Subjected to Final Witholding | | | |
|---|---|---|---|
| I) Description | Exempt | A) Actual Amount/Fair Market Value/Net Capital Gains | B) Final Tax Withheld/Paid |
| 1 Interests | 0 | 0 | 0 |
| 2 Royalties | | 0 | 0 |
| 3 Dividends | | 0 | 0 |
| 4 Prizes and Winnings | | 0 | 0 |
| 5 Fringe Benefits | | 0 | 0 |
| 6 Compensation Subject to 15% Preferential Rate | | 0 | 0 |

35) Go to Part V – **Supplemental Information**, Section A, Field Group No. II, **Field Nos. 7 to 11 on Sale/Exchange of Real Property** and specify details, if applicable

| | | |
|---|---|---|
| 7 Description of Property (e.g., land, improvement, etc.) | | |
| 8 OCT/TCT/CCT/Tax Declaration No. | | |
| 9 Certificate Authorizing Registration (CAR) No. | | |
| 10 Actual Amount/Fair Market Value/Net Capital Gains | 0 | 0 |
| 11 Final Tax Withheld/Paid | 0 | 0 |

36) Go to Part V – **Supplemental Information**, Section A, **on Sale/Exchange of Shares of Stocks,** Field Group No. III, **Field Nos. 12 to 17** and specify details, if applicable

| III) Sale/Exchange of Shares of Stock | A) Sale/Exchange #1 | B) Sale/Exchange #2 |
|---|---|---|
| 12 Kind (PS/CS) / Stock Certificate Series No | PS | PS |
| 13 Certificate Authorizing Registration (CAR) No. | | |
| 14 Number of Shares | 0 | 0 |
| 15 Date of Issue (MM/DD/YYYY) | | |
| 16 Actual Amount/Fair Market Value/Net Capital Gains | 0 | 0 |
| 17 Final Tax Withheld/Paid | 0 | 0 |

37) Go to Part V – **Supplemental Information**, Section A, **on Other Income *(Specify)*,** Field Group No. IV, **Field Nos. 18 to 19** and specify details, if applicable

| IV)Other Income (Specify) | A) Other Income #1 | B) Other Income #2 |
|---|---|---|
| 18 Other Income Subject to Final Tax Under Sec. 57(A)/127/Others of the Tax Code, as amended (Specify) | | |
| 19 Actual Amount/Fair Market Value/Net Capital Gains | 0 | 0 |
| 20 Final Tax Withheld/Paid | 0 | 0 |

38) For Field No. 21 **"Total Final Tax Withheld"**, the details that appear is already set to default based on pre-requisite entry asked by system from User.

| 21 Total Final Tax Withheld/Paid *(Sum of Items 1B to 6B, 11A, 11B, 17A, 17B,20A & 20B)* | 1 |
|---|---|

39) Go to Part V – **Supplemental Information**, Section B, **on Gross Income/Receipts Exempt from Income Tax**, Field Group No. I, **Field Nos. 4 to 7** and specify details, if applicable.

| B - Gross Income/Receipts Exempt from Income Tax *(Actual Amount/Fair Market Value)* | |
|---|---|
| 1 Proceeds of Life Insurance Policy | 0 |
| 2 Return of Premium | 0 |
| 3 Retirement Benefits, Pensions, Gratuities, etc | 0 |

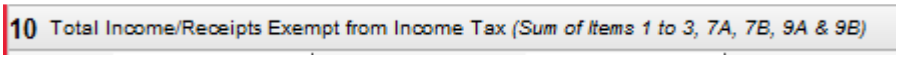
40) Go to Part V – **Supplemental Information**, Section B, **on Gross Income/Receipts Exempt from Income Tax**, Field Group No. I, **Field Nos. 4 to 7** and specify details, if applicable.

| I) Personal/Real Properties Received thru Gifts, Bequests, and Devises | A) Personal/Real Properties #1 | B) Personal/Real Properties #2 |
|---|---|---|
| 4 Description of Property (e.g., land, improvement, etc) | | |
| 5 Mode of Transfer (e.g. Donation) | | |
| 6 Certificate Authorizing Registration (CAR) No. | | |
| 7 Actual Amount/Fair Market Value | 0 | 0 |

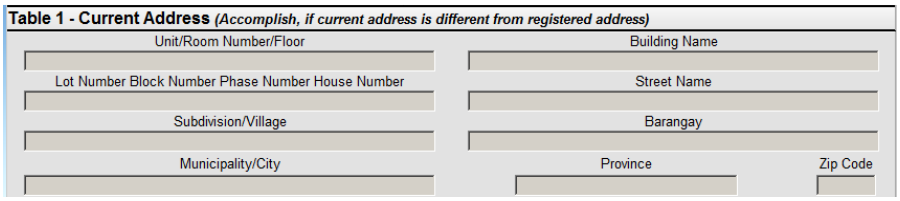
41) Go to Part V – **Supplemental Information**, Section B, **on Gross Income/Receipts Exempt from Income Tax**, Field Group No. II, **Field Nos. 4 to 7** and specify details, if applicable.

| II) Other Exempt Income/Receipts | A) Personal/Real Properties #1 | B) Personal/Real Properties #2 |
|---|---|---|
| 8 Other Exempt Income/Receipts Under Sec. 32 (B) of the Tax Code, as amended (Specify) | | |
| 9 Actual Amount/Fair Market Value/Net Capital Gains | 0 | 0 |

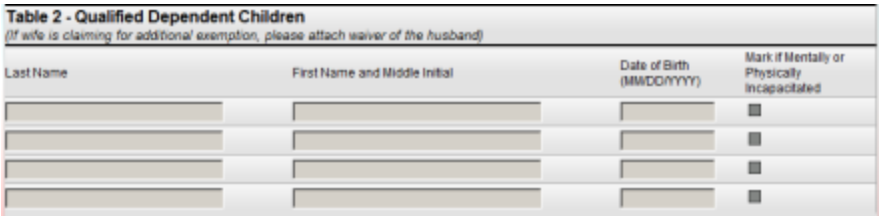
42)For Field No. 10 **"Total Income/Receipts Exempt from Income Tax"**, the details that appear is already set to default based on pre-requisite entry asked by system from User.




43) For Table 1 - **"Current Address"**, the details that appear is already set to default based on pre-requisite entry asked by system from User.

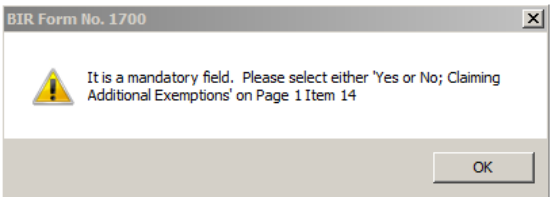



44) For Table 2 - **"Qualified Dependent Children"**, the details that appear is already set to default based on pre-requisite entry asked by system from User.



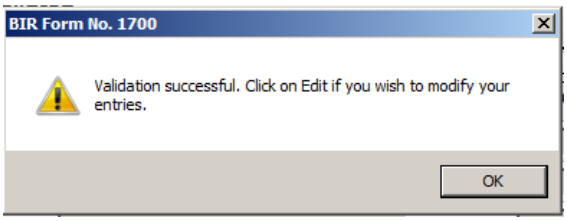

45) When finished typing in the necessary details, click the VALIDATE button to allow system to check all the fields.

46) Once the VALIDATE button has been clicked and system detects and unfilled box or incorrect detail, system will require User to make the necessary action.

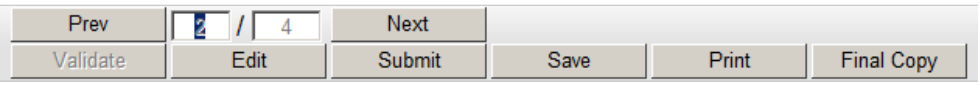



47) The message shown onscreen will remain visible until User makes the necessary action.

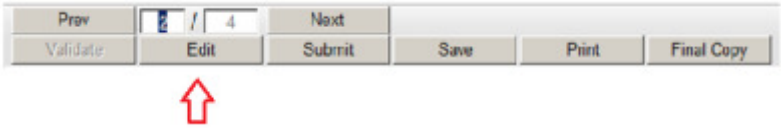
48) If User has made the necessary action, system will show message stating successful validation.



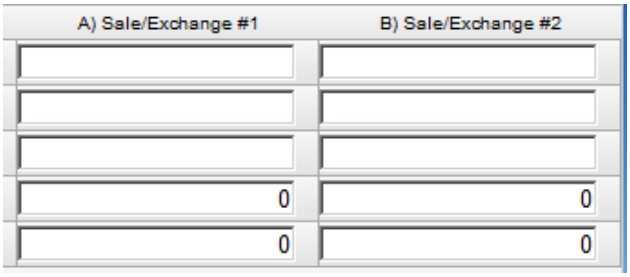

49) The VALIDATE button will become deactivated after successful validation.



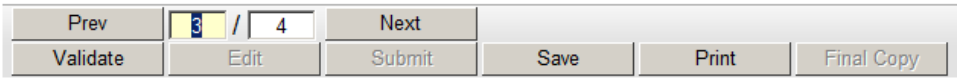
50) User can click the EDIT button if details need to be changed or added for a certain field.



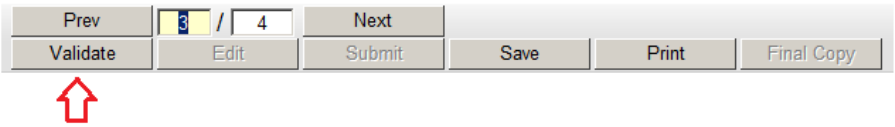

51) After clicking the EDIT button, User must navigate to where details need to be changed or added for a certain field.



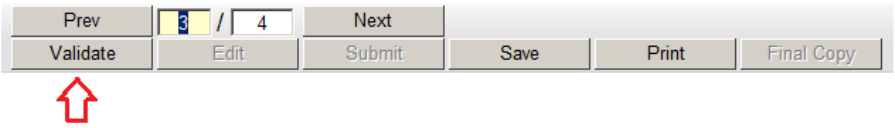

52) The EDIT button will become deactivated after it has been clicked and editing is in progress.



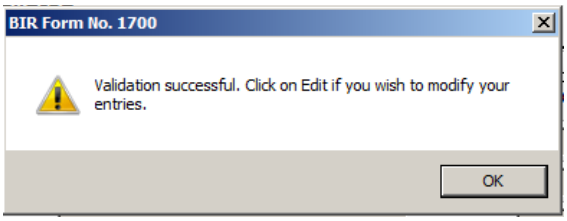

53) However, the VALIDATE button will become active again during the editing process.



54) When finished in editing, click the VALIDATE button again to allow system to check changes in all the fields.

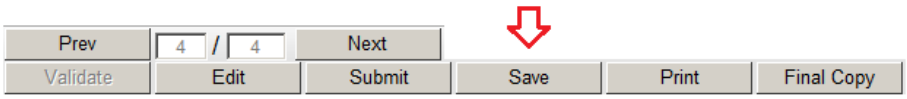



55) System will show message stating successful validation if newly added data has been checked by system and found to be appropriate

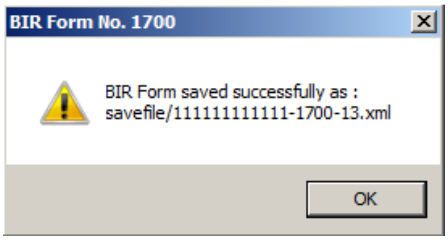



56) User can save the changes or additions placed on the document

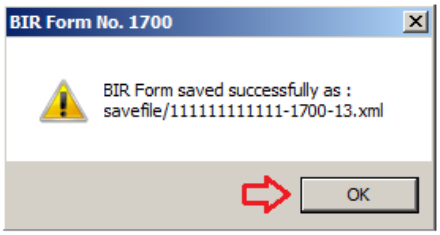
57) Click the SAVE button to save changes or additions



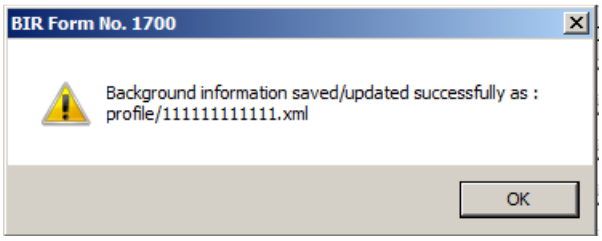
58) System will then show message stating successful saving, together with a system-generated file name



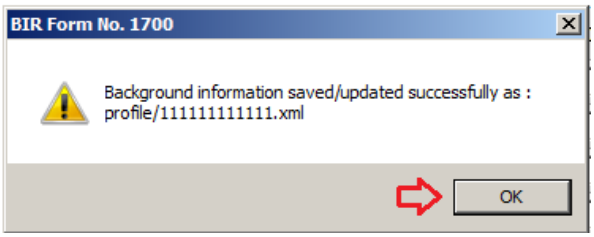

59) Click the OK button to acknowledge successful saving of file




60) System will show another message stating that background information was successfully saved/updated, together with a system-generated file name.

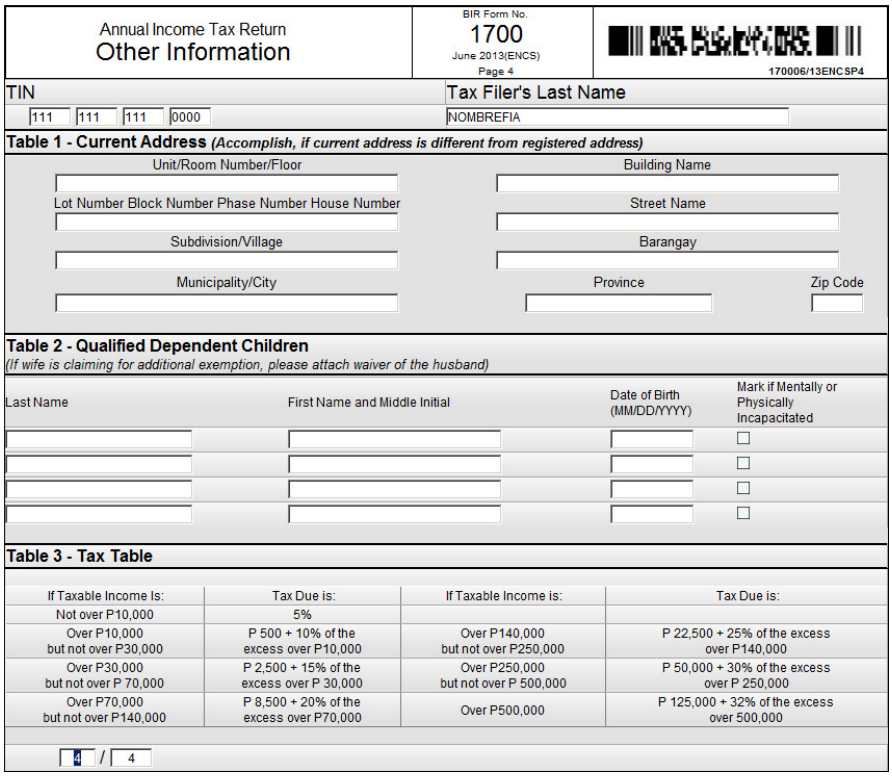



61) Click the OK button to acknowledge successful saving of file



62) Click the PRINT button if a single page or all document pages need to be printed

63) Once the PRINT button has been clicked, a full image of the particular page to be printed will appear onscreen



Annual Income Tax Return
Other Information

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| TIN | Tax Filer's Last Name |
|---|---|
| 111 111 111 0000 | NOMBREFIA |

**Table 1 - Current Address** *(Accomplish, if current address is different from registered address)*

| | |
|---|---|
| Unit/Room Number/Floor | Building Name |
| Lot Number Block Number Phase Number House Number | Street Name |
| Subdivision/Village | Barangay |
| Municipality/City | Province / Zip Code |

**Table 2 - Qualified Dependent Children**
*(If wife is claiming for additional exemption, please attach waiver of the husband)*

| Last Name | First Name and Middle Initial | Date of Birth (MM/DD/YYYY) | Mark if Mentally or Physically Incapacitated |
|---|---|---|---|
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |

**Table 3 - Tax Table**

| If Taxable Income Is: | Tax Due is: | If Taxable Income is: | Tax Due is: |
|---|---|---|---|
| Not over P10,000 | 5% | | |
| Over P10,000 but not over P30,000 | P 500 + 10% of the excess over P10,000 | Over P140,000 but not over P250,000 | P 22,500 + 25% of the excess over P140,000 |
| Over P30,000 but not over P 70,000 | P 2,500 + 15% of the excess over P 30,000 | Over P250,000 but not over P 500,000 | P 50,000 + 30% of the excess over P 250,000 |
| Over P70,000 but not over P140,000 | P 8,500 + 20% of the excess over P70,000 | Over P500,000 | P 125,000 + 32% of the excess over 500,000 |

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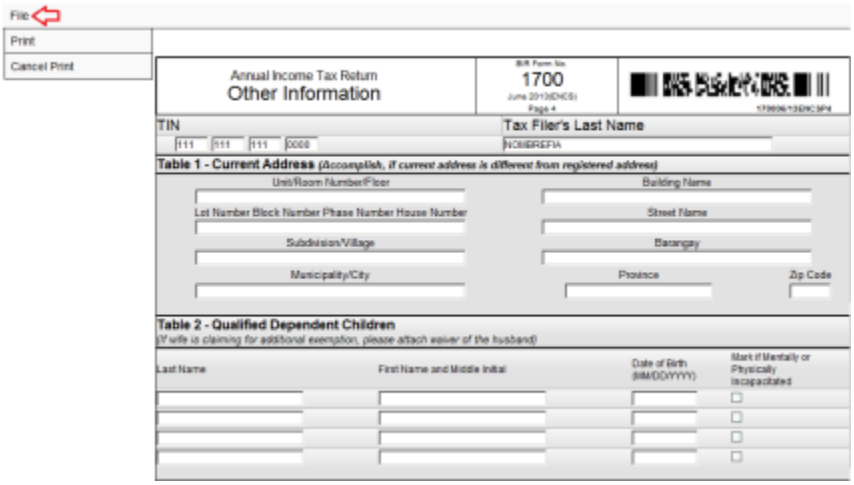
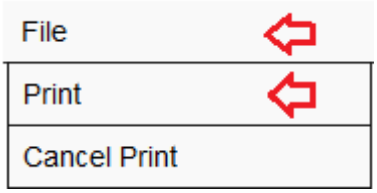
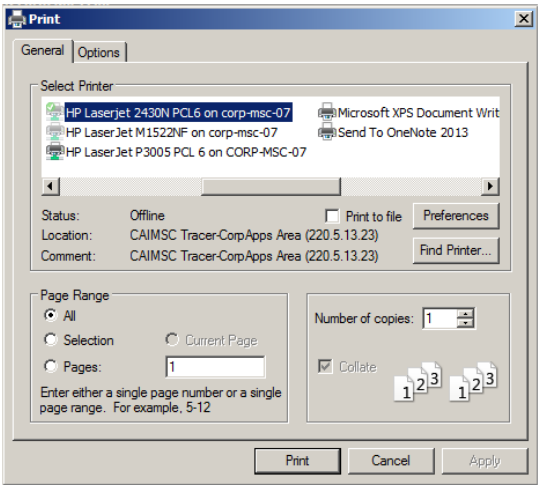
64) Alongside the full image of page to be printed, the various Print Commands will appear onscreen after clicking the FILE tab



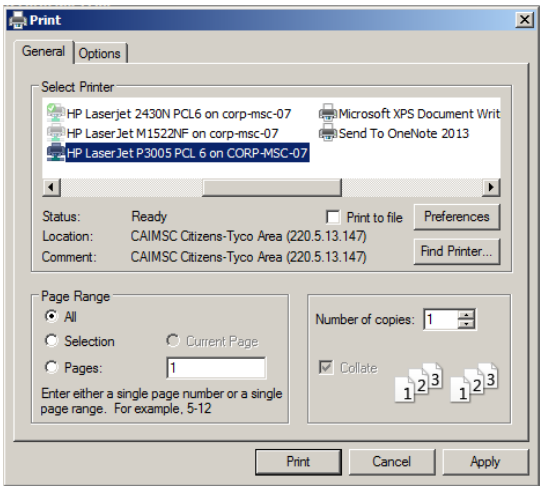

65) To initialize printing, click the FILE tab to enable display of Print Commands, then click the PRINT activity



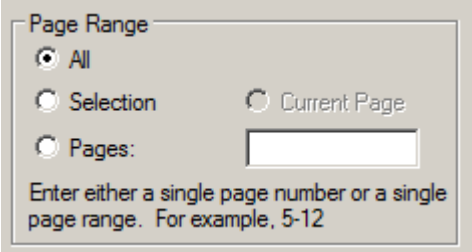

66) The printer dropdown list will appear



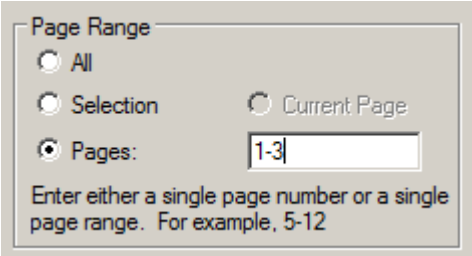
67) Click on the chosen printer to use



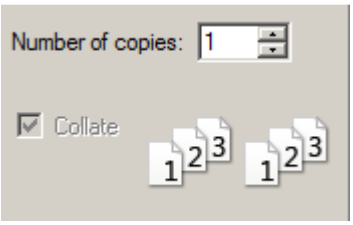

68) Specify page range to cover. Click the ALL box if all pages have to be printed.



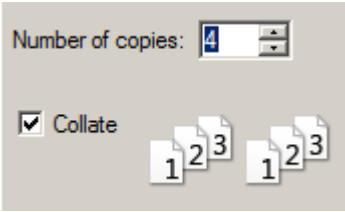

69) Or specify the exact page number to be printed by clicking the PAGES button. Type in the beginning page number and the ending page number.



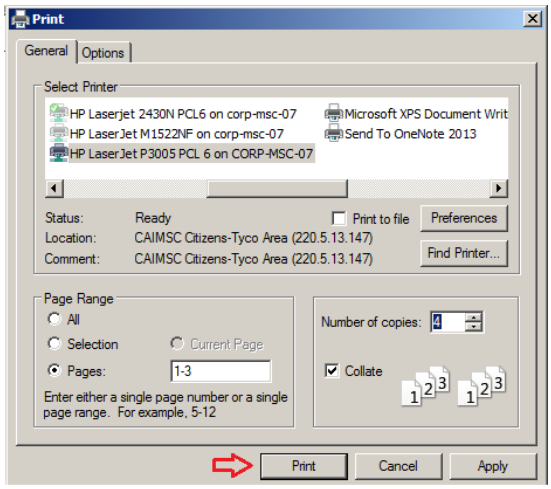
70) Specify total number of copies to print. User can type in the exact number of copies on the box provided.



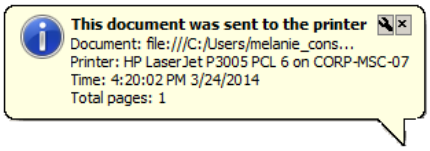

71) Or click the arrow pointer downwards and upwards to enter the number of copies.




72) Click the PRINT button to initialize printing of document.

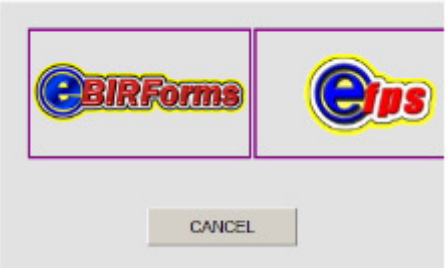


73) System will then process the request. A message will appear onscreen indicating the printing task is in progress.




74) When finished in saving, click the SUBMIT button to allow system to forward to BIR the completed Tax Return form.

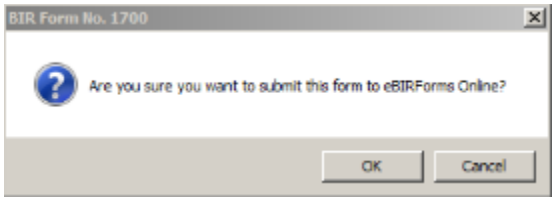
75) After clicking the SUBMIT button, User must choose which particular electronic BIR site to submit the completed Tax Return forms.



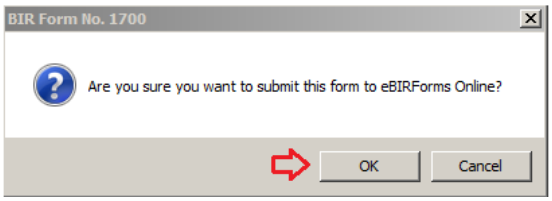

76) User can either choose to navigate to the eBIRForms Online site

77) Or proceed to the Electronic Filing and Payment System (eFPS) site

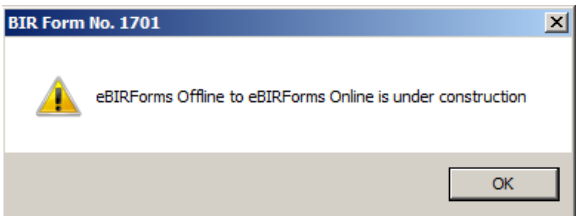
78) If User clicks the eBIRForms Online site, system will display a message onscreen which User must respond to.



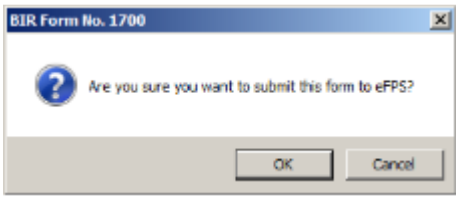

79) If User clicks the OK button



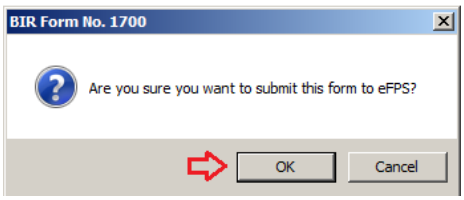

80) System will display this message



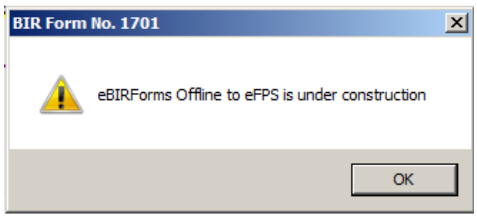
81) If User clicks the eFPS site, system will display a message onscreen which User must respond to.




82) If User clicks the OK button



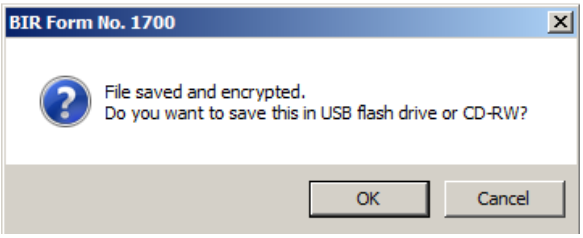

83) System will display this message



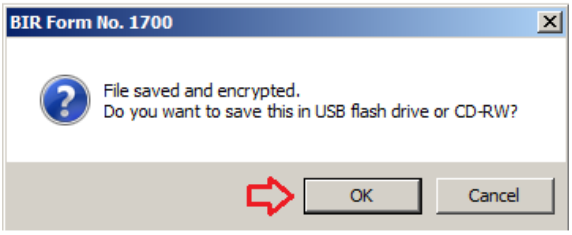

84) User may want to have a Final Copy of the completed Tax Return form for reference purposes

85) Click the FINAL COPY button

86) System will show a message onscreen which User must respond to

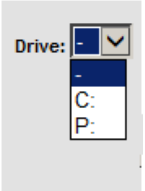



87) If User wishes to save another copy of the document using a USB flash drive or CR-RW, just click the OK button



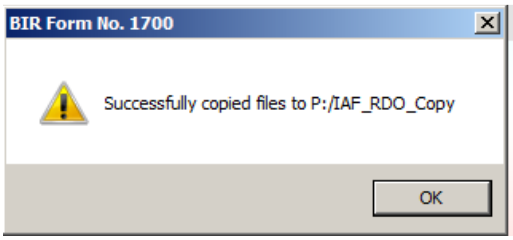
88) System will display another message

89) Click the arrow pointer downwards to specify which drive to save the file.

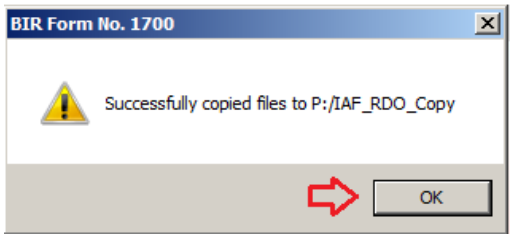



90) Click the OK button

91) System will display message of successful saving of file to selected path/folder




92) Click the OK button to confirm successful file saving

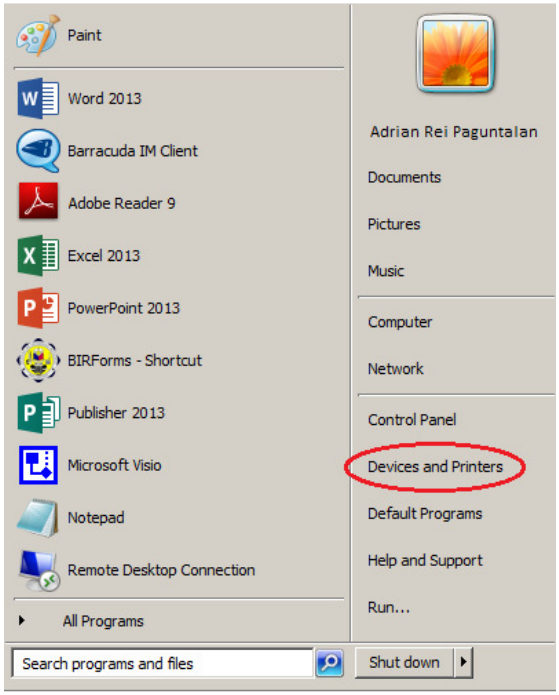



93) System will navigate screen back to Main Page, and FINAL COPY button will become deactivated

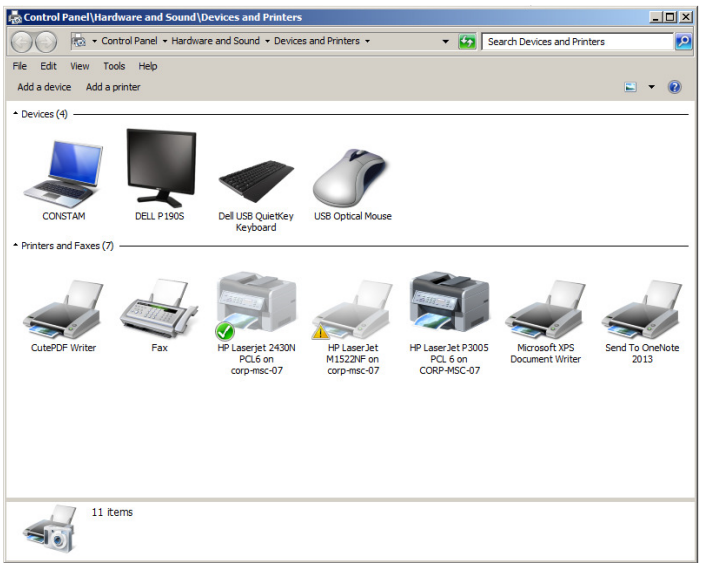
***TO SET-UP AND PERFORM PRINTING TASKS FOR 1700 FORM***

1) Go to the Windows Main Page and click the START button.

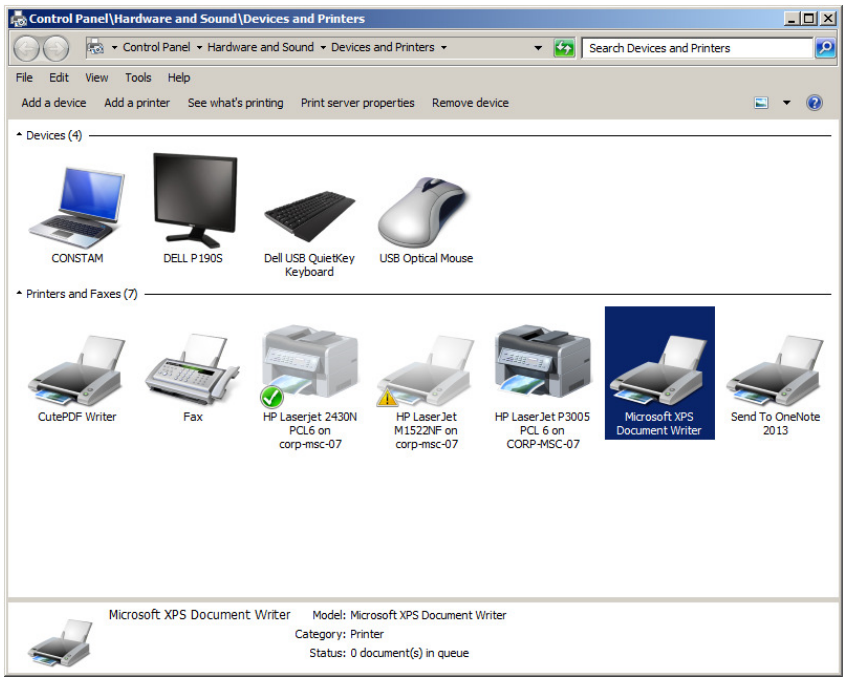
2) Proceed to the programs and files list. Select Devices and Printers.



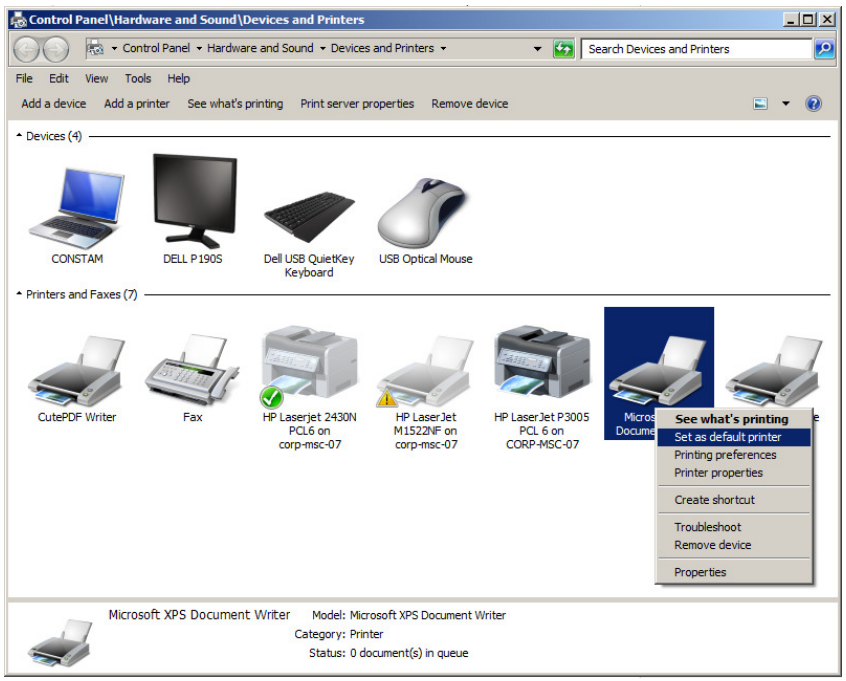
3) System will display onscreen all the Devices and Printers available.




4) From the selection of Devices and Printers, click the Microsoft XPS Document Writer

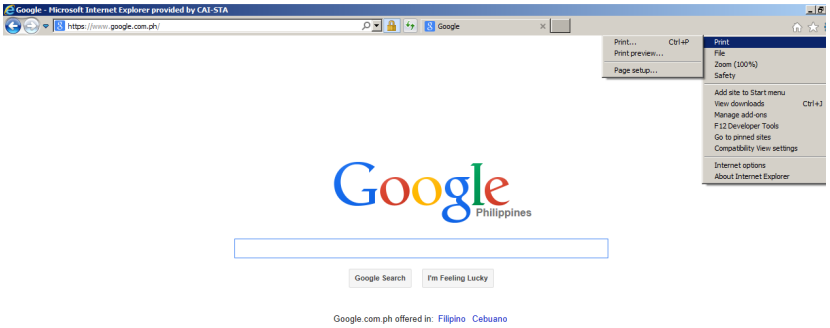


5) Set the Microsoft XPS Document Writer as the default printer

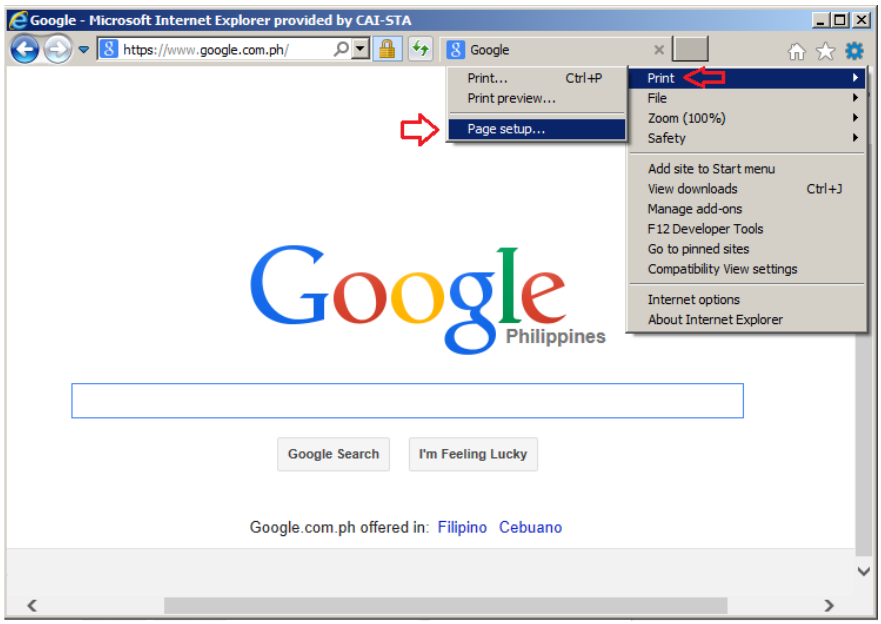



6) After setting up the default printer, proceed to Internet Explorer


7) Upon reaching Internet Explorer, proceed to the Google window

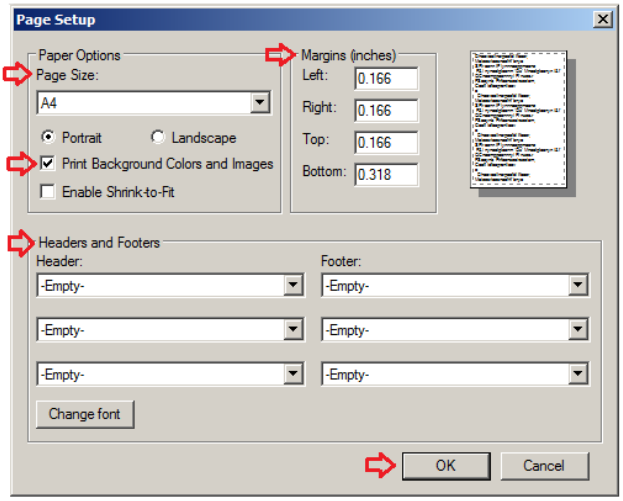


8) From the Google window, click the Tools icon.




9) Click the Page Setup and Print tabs.

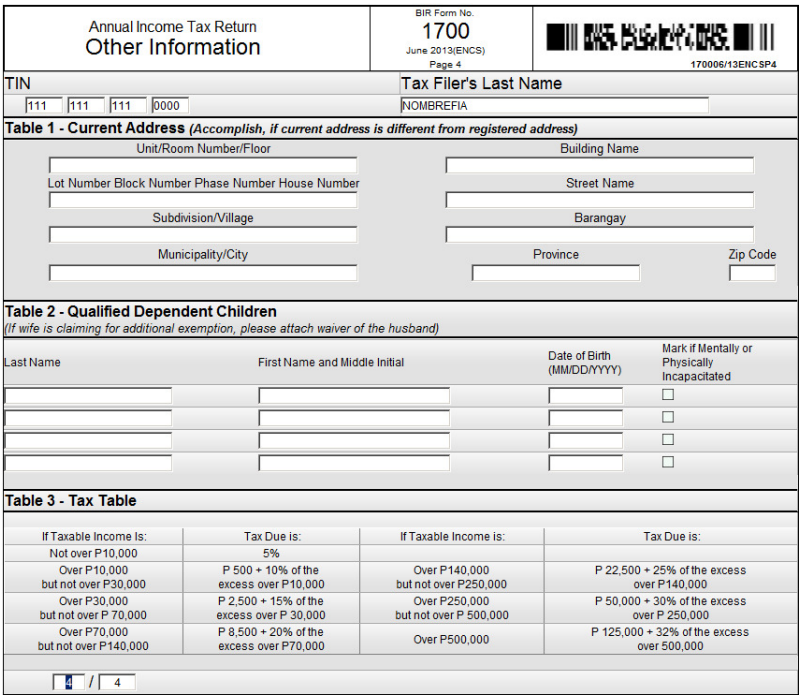
10) When the Page Setup window opens, set the parameters to be followed for printing tasks



11) User must take note of the following details:
   a. Margins
      Left – 0.166
      Right – 0.166
      Top – 0.166
      Bottom – 0.166
   b. Check Print background and images
   c. Uncheck the "Enable Shrink to Fit" option
   d. All Header and Footer measurements must be blank
   e. Paper size is set to default A4 size
   f. Prior to any printing task, Validation must be performed and completed by User

12) Click the PRINT button if a single page or all document pages need to be printed

13) Once the PRINT button has been clicked, a full image of the particular page to be printed will appear onscreen



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Other Information

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Page 4

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TIN: 111 111 111 0000

Tax Filer's Last Name: NOMBREFIA

**Table 1 - Current Address** *(Accomplish, if current address is different from registered address)*

Unit/Room Number/Floor
Building Name
Lot Number Block Number Phase Number House Number
Street Name
Subdivision/Village
Barangay
Municipality/City
Province
Zip Code

**Table 2 - Qualified Dependent Children**
*(If wife is claiming for additional exemption, please attach waiver of the husband)*

| Last Name | First Name and Middle Initial | Date of Birth (MM/DD/YYYY) | Mark if Mentally or Physically Incapacitated |
|---|---|---|---|
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |
| | | | ☐ |

**Table 3 - Tax Table**

| If Taxable Income Is: | Tax Due is: | If Taxable Income is: | Tax Due is: |
|---|---|---|---|
| Not over P10,000 | 5% | | |
| Over P10,000 but not over P30,000 | P 500 + 10% of the excess over P10,000 | Over P140,000 but not over P250,000 | P 22,500 + 25% of the excess over P140,000 |
| Over P30,000 but not over P 70,000 | P 2,500 + 15% of the excess over P 30,000 | Over P250,000 but not over P 500,000 | P 50,000 + 30% of the excess over P 250,000 |
| Over P70,000 but not over P140,000 | P 8,500 + 20% of the excess over P70,000 | Over P500,000 | P 125,000 + 32% of the excess over 500,000 |

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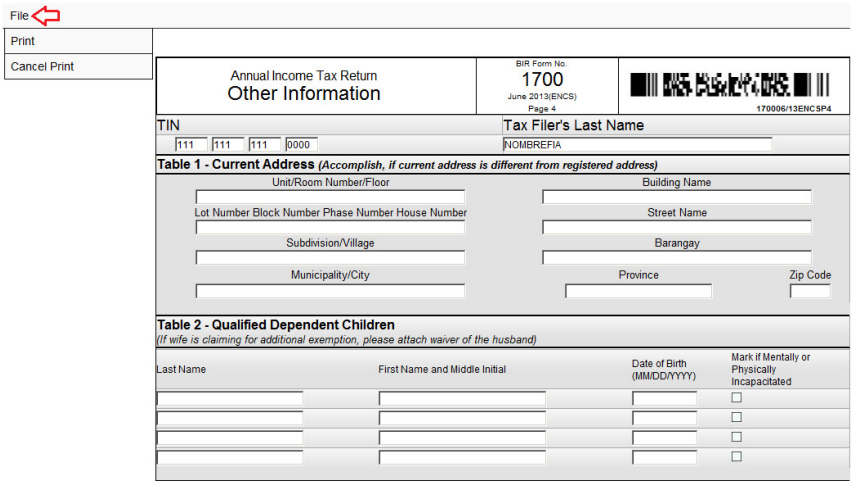
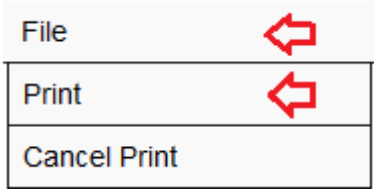
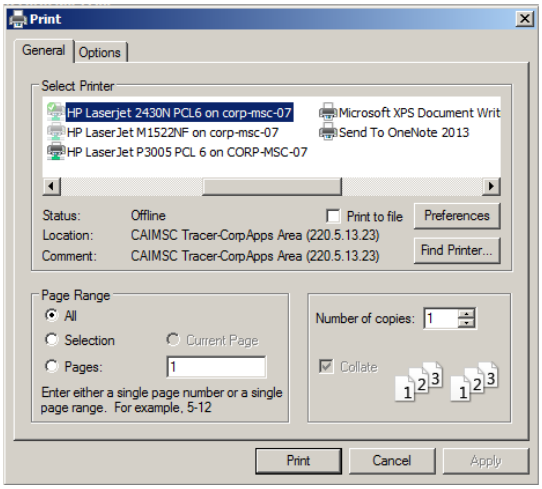
14) Alongside the full image of page to be printed, the various Print Commands will appear onscreen after clicking the FILE tab



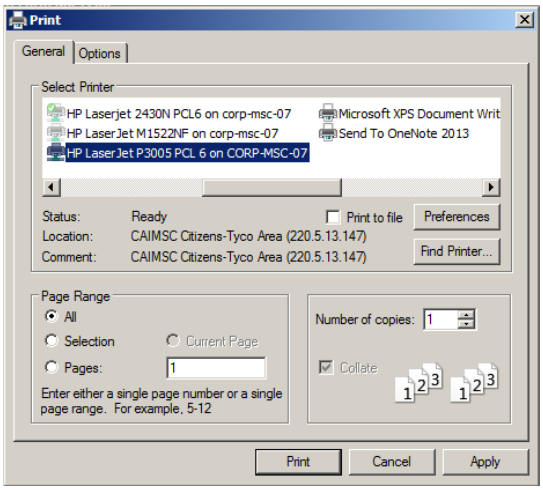

15) To initialize printing, click the FILE tab to enable display of Print Commands, then click the PRINT activity



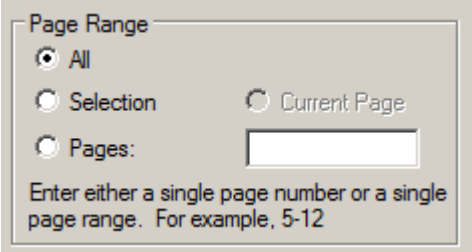

16) The printer dropdown list will appear



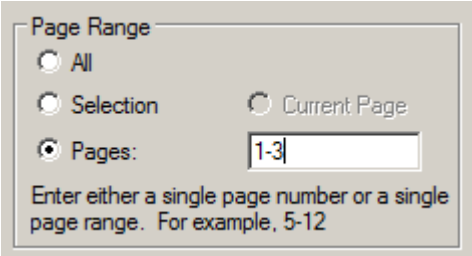
17) Click on the chosen printer to use



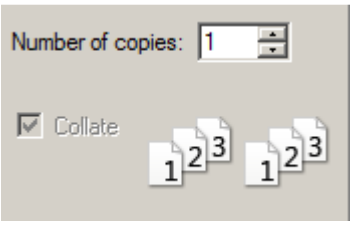

18) Specify page range to cover. Click the ALL box if all pages have to be printed.



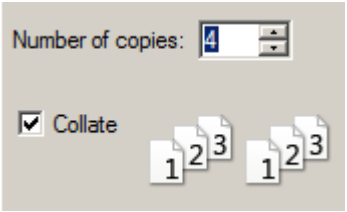

19) Or specify the exact page number to be printed by clicking the PAGES button. Type in the beginning page number and the ending page number.



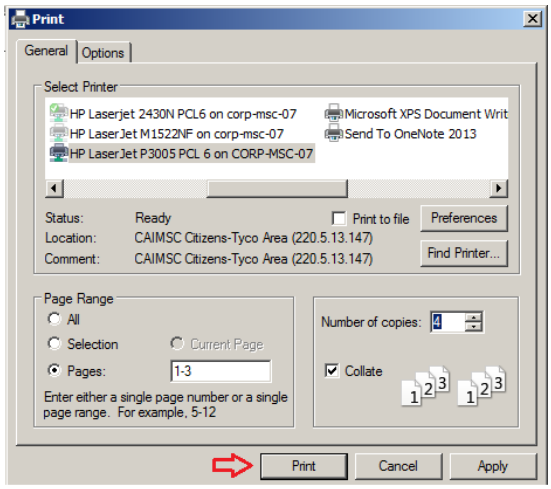
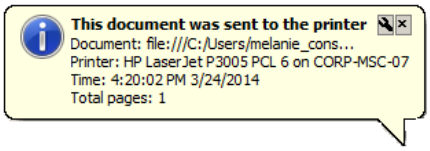
20) Specify total number of copies to print. User can type in the exact number of copies on the box provided.




21) Or click the arrow pointer downwards and upwards to enter the number of copies.




22) Click the PRINT button to initialize printing of document.



23) System will then process the request. A message will appear onscreen indicating the printing task is in progress.