

How do I prepare  
my tax return?

## ↓ [www.bir.gov.ph](http://www.bir.gov.ph)

Go to the BIR's website and download to install the Offline eBIRForms Package.





## Complete the necessary fields.

Select the tax form that applies to you.

For individual taxpayers:

### NEW BIR Form 1700

If you are earning purely compensation income.

### NEW BIR Form 1701A

If you are a professional or are purely engaged in business (a) subject to graduated tax rates and claiming the Optional Standard Deduction (OSD) as mode of deduction; OR (b) availing of the 8% tax rate.

### NEW BIR Form 1701

If (a) you are a mixed income earner; or (b) professional/engaged in business subject to graduated tax rates and using the itemized deduction as a mode of deduction.



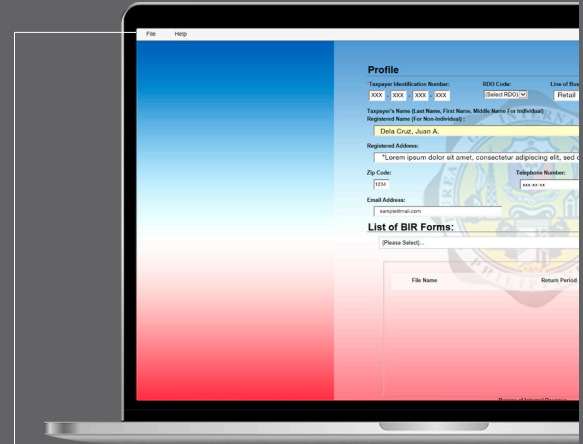
How do I prepare my tax return?

Stay at home. Pay at home. Filing of tax return.



## Fill up the necessary details

You can save and exit at anytime. Once you log-in, you just need to input your TIN and choose the tax form you are currently working on.



Offline eBIRForms Package v7.6

File Help

Save

Exit

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## Click the validate button

after filling out the necessary details. This will allow the system to check all the fields.

If the system detects an unfilled box or incorrect detail, you will be required to correct your entries. Otherwise, the system will show a message stating successful validation.

Validate

The screenshot displays a tax return software interface. At the top, it shows '11 Registered Address' and '13 Are you availing of tax relief under Special Law / International Tax Treaty?'. Below this is 'Part II Computation of Tax'. The form includes sections for 'Taxable Transaction / Industry Classification', 'PERSON EXEMPT FROM VAT UNDER SEC. 109 (SEC. 15)', and a list of items: '19 Total Tax Due', '20 Less: Tax Credits/Payments', '20A Creditable Percentage Tax Withheld', '20B Tax Paid in Return Previously Filed', '21 Total Tax Credit/Payments (Sum of Items 20A and 20B)', '22 Tax Payable (Overpayment) (Item 19 less Item 21)', and '23 Add Penalties Surcharges'. A yellow warning icon with a triangle and exclamation mark is visible, accompanied by the text 'Validation successful. C'. At the bottom of the form, there are fields for '23A 0.00' and '23B', and a 'Total Amount Payable (Overpayment) (Sum of Items 22 and 23D)'. Below this, there are radio buttons for 'If Overpayment, mark one box only' with options 'To be Refunded' and 'To be issued a T'. The form also includes 'Schedule 1 Tax Withheld Claimed' with fields for 'Period Covered' and 'Name of Withholding Agent'. At the bottom right, there are buttons for 'Validate', 'Edit', and 'Save'. A yellow line points from the 'Validate' button in the text above to the 'Validate' button in the software interface.



## Click the edit button

if you need to change or add information.

If you do this, you need to do the validation process (step 4 - Click the Validate button) again.

Edit

The screenshot shows a tax return software interface. The main form is titled "Part II Computation of Tax". It includes sections for "Registered Address", "Are you availing of tax relief under Special Law / International Tax Treaty?", and "Taxable Transaction / Industry Classification". The form lists various tax items and amounts, such as "Total Tax Due", "Less: Tax Credits/Payments", "Creditable Percentage Tax Withheld", "Tax Paid in Return Previously Filed", "Total Tax Credit/Payments", "Tax Payable (Overpayment)", and "Add Penalties". A yellow box highlights the "Edit" button at the bottom right. A yellow warning icon with a triangle and exclamation mark is visible, indicating a validation message.



## Click the save button

to save changes or additions. System will show a message stating successful saving, together with a system-generated file name.

## Click the OK button

to acknowledge successful saving of file.

Save

The screenshot shows a tax return software interface. The main form is titled 'Part II Computation of Tax'. It includes sections for 'Registered Address', 'Are you availing of tax relief under Special Law / International Tax Treaty?', 'Taxable Transaction / Industry Classification', and 'PERSON EXEMPT FROM VAT UNDER SEC. 109V (SEC. 15)'. The form contains various line items (19-24) for calculating tax due and payable. A 'Save' button is highlighted with a white box and a yellow arrow. A validation message 'Validation successful. C' is visible in the top right corner of the form. The form also includes a 'Schedule 1 Tax Withheld Claimed' section with fields for 'Period Covered' and 'Name of Withholding Agent'. At the bottom, there are buttons for 'Validate', 'Edit', and 'Save'.

**How do I prepare my tax return?**

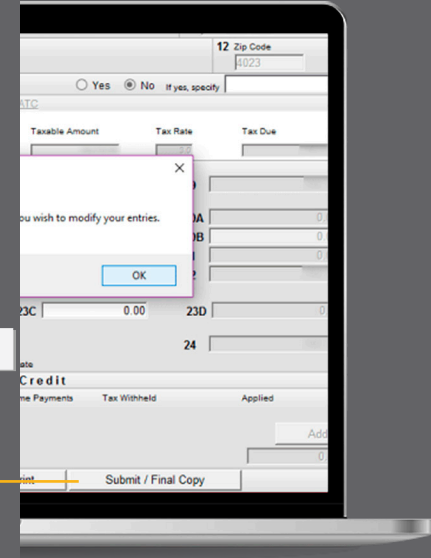
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## Click the submit button

to allow system to forward to the BIR  
the completed tax form.

Submit/Final Copy



**How do I prepare my tax return?**

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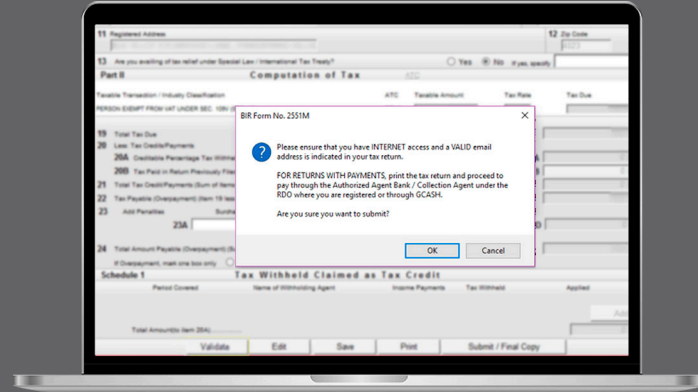




## Click the eBIRForms icon

and **click OK** when the following message boxes appear:

- Are you sure you want to submit this form to eBIRForms Online?
- eBIRForms Offline to eBIRForms Online is under construction.



**How do I prepare my tax return?**

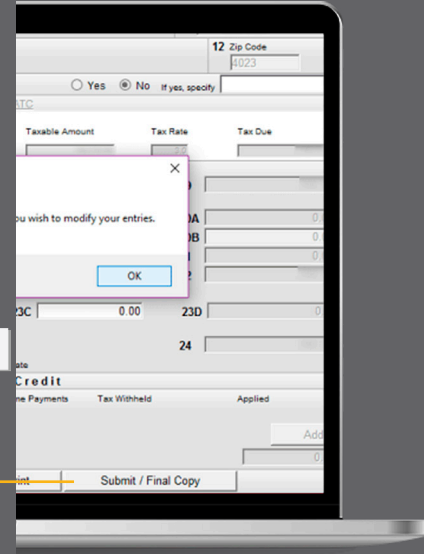
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You may choose to have a final copy of your completed tax form for reference purposes by

**Clicking the Final Copy button and saving the file in your preferred drive.**

Submit/Final Copy



**How do I prepare my tax return?**

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How will I pay  
my tax liability?

You may choose from any of the following payment options:

## Over-the-counter payments through Authorized Agent Banks (AABs);

Special Considerations:

- You must pay to an AAB within the Revenue District Office (RDO) where you are registered. Check the BIR website for the list of AABs per RDO.
- You can pay by cash (maximum of PHP20,000) or through managers check (MC).
- If through MC, check with the AAB where you intend to pay and ask for instructions on the payee details.



You may choose from any of the following payment options:

## Electronic/Online Payment

### A Online Payment

- Land Bank of the Philippines' (LBP) Link.biz Portal
- Development Bank of the Philippines' Pay Tax Online
- Union Bank Online Web and Mobile Payment Facility



*\*\*For card payments, a convenience fee may be charged by the online banking payments channels.*

You may choose from any of the following payment options:




## Electronic/Online Payment

Land Bank of the Philippines' (LBP) Link.Biz Portal

### Who

- LBP ATM account holders
- Holders of Bancnet ATM/Debit/Prepaid Card
- Depositors of RCBC & Robinsons Bank

### How

- Access BIR's website and click 
- Select the Land Bank icon and click "PAY NOW".
- You will be directed to Land Bank of the Philippines website. Then follow the step by step instruction on how to complete the payment using this link:

[https://www.bir.gov.ph/images/bir\\_files/internal\\_communications\\_2/RMCs/2020 RMCs/RMC No. 25-2020 Annex A.pdf](https://www.bir.gov.ph/images/bir_files/internal_communications_2/RMCs/2020 RMCs/RMC No. 25-2020 Annex A.pdf)

You may choose from any of the following payment options:




## Electronic/Online Payment

Development Bank of the Philippines' Pay Tax Online

### Who

- Visa/Mastercard credit cardholders
- Bancnet ATM/Debit Cardholders

### How

- Access BIR's website and click 
- Select the DBP icon.
- You will be directed to Development Bank of the Philippines website. Then follow the three easy steps on how to complete the payment using this link:

[https://www.bir.gov.ph/images/bir\\_files/internal\\_communications\\_2/RMCs/2020 RMCs/RMC No. 25-2020 Annex B.pdf](https://www.bir.gov.ph/images/bir_files/internal_communications_2/RMCs/2020%20RMCs/RMC%20No.%2025-2020%20Annex%20B.pdf)

**How will I pay my tax liability?**

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You may choose from any of the following payment options:




## Electronic/Online Payment

Union Bank Online Web and Mobile Payment Facility

### Who

- Union Bank account holders

### How

- Access BIR's website and click 
- Select the UnionBank icon and choose "Individual Account".
- You will be directed to Development Bank of the Philippines website. Then follow the step-by-step instructions on how to complete the payment.

[https://www.bir.gov.ph/images/bir\\_files/internal\\_communications\\_2/RMCs/2020%20RMCs/RMC%20No.%2025-2020%20Annex%20C.pdf](https://www.bir.gov.ph/images/bir_files/internal_communications_2/RMCs/2020%20RMCs/RMC%20No.%2025-2020%20Annex%20C.pdf)





You may choose from any of the following payment options:

## Electronic/Online Payment

### B GCash Mobile Payment

Do you have a GCash application on your mobile phone?

Yes

- proceed to the next question.

No

- download the application through the App Store (for iOS users) or Play Store (for Android users).



You may choose from any of the following payment options:

## Electronic/Online Payment

### B GCash Mobile Payment

Do you have a GCash account?

Yes

- open the application and log in to your account.

No

- register through the GCash application following the steps indicated in this link:

<https://help.gcash.com/hc/en-us/articles/360017562454-How-do-I-register-through-the-GCash-App->



You may choose from any of the following payment options:

## Electronic/Online Payment

### B GCash Mobile Payment

Is your current account balance sufficient to cover your tax payable?

Yes

- proceed to the next step.

No

- you may reload your GCash balance through the following options:
  - Cash-in via MasterCard/Visa
  - Cash-in via Remittance
  - Cash-in via Over-The-Counter
  - Cash-in via Bank
  - Cash-in via PayPal

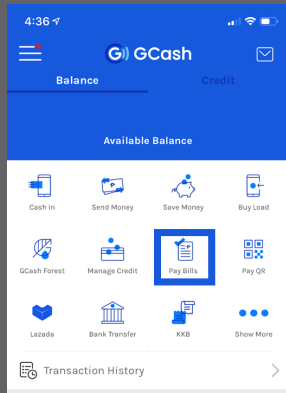


Utilize the Bills Payment feature of GCash to pay your income tax payable.

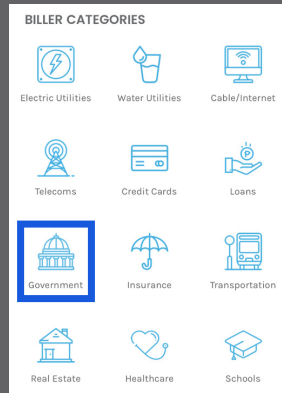
## Go to the application's home page

Pay Bills > Government > BIR

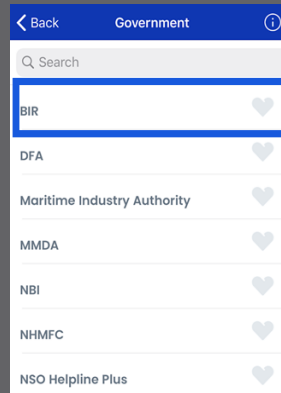
1



2



3



Utilize the Bills Payment feature of GCash to pay your income tax payable.



## Enter all pertinent details

and confirm your payment.

A screenshot of the GCash mobile app interface for paying a bill. The screen shows a form titled 'Pay Bills' for 'BIR'. The form fields are: Form Series (1700 (Income Tax Return)), FormNumber (Select FormNumber), Return Period (Enter Return Period (MMDDYY)), TIN (Enter Tax Identification No (9 digit)), Branch Code (Enter Tax Payer's Branch Code (5 digit)), Amount (Enter Amount in Php (1-8 digits)), and Email (Enter Email Address (optional)). The top navigation bar shows 'Government' and 'Pay Bills' with a 'Next' button.

**How will I pay my tax liability?**

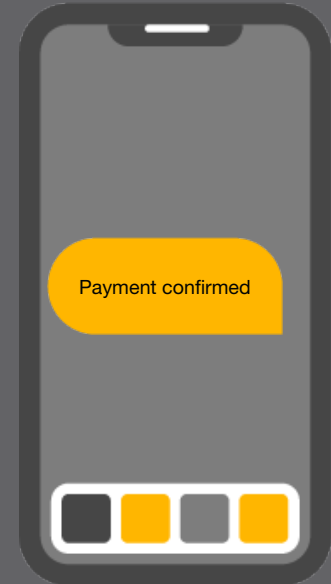
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Utilize the Bills Payment feature of GCash to pay your income tax payable.



## You should be directed to a payment confirmation page.

A text message will also be sent to your registered mobile number confirming the payment. Keep the payment confirmations in your records.



**How will I pay my tax liability?**

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You may choose from any of the following payment options:



## Electronic/Online Payment

### C PayMaya Mobile Payment

Yes

- proceed to the next question

No

- download the application through Google Play, Apple store or Huawei App Gallery

You may choose from any of the following payment options:



## Electronic/Online Payment

### C PayMaya Mobile Payment

Do you have a PayMaya account?

Yes

- open the application and log-in to your account and proceed to the next question.

No

- you may register through the GCash application following the steps indicated in this link:

<https://www.paymaya.com/support/basics/how-to/download-and-register>



You may choose from any of the following payment options:



## Electronic/Online Payment

### C PayMaya Mobile Payment

Is your current account balance sufficient to cover your tax payable?

Yes

- proceed to the next step.

No

- you may add money to your PayMaya account through the instructions in this link:

<https://www.paymaya.com/support/basics/how-to/add-money-to-account>

You may choose from any of the following payment options:



## Electronic/Online Payment

### C PayMaya Mobile Payment

Utilize PayMaya's Bills Payment feature to pay your income tax payable:

For instructions, visit this link:

<https://www.paymaya.com/support/bills-pay/bir>