

All about BIR FORMS

By Jeffrey Salazar

Debit Credit November 9, 2015

Seeing a variety of forms available in the BIR offices as well as in its official website is quite confusing at first and might leave you perplexed on what to do with them all. There are some forms whose codes are almost the same except for one letter or number code. Aside from that, the submission frequency of some forms might give you a difficult time since they are needed to be specifically submitted monthly, quarterly, yearly and even one time only. Forms can also be in the form of registration, certificates or the form used for filing and payment.

The Dean of our university who is also in public practice has BSA student-trainees in his accounting firm and luckily I am one of those selected to participate. I presume that the typical orientation for BSA students are more on theories and solving tax problems (Yes, either you hate it or you love it) in preparation for the CPA Board exams. With regards to the familiarity and usage of tax forms, however, it is something that is beyond the topics customarily discussed. The Dean requested me to go to the BIR office and request for copies of a certain tax return.

Inside the BIR Office, people from all walks of business are everywhere carrying documents and forms, creating a war-like environment. Imagine this guy “Manong” beside the RDO being busy with photocopying stuff, taxpayers looking tired for time spent in queue waiting for their turn, some furious faces already because of being caught off guard with new regulations or additional things to do. People are too busy to entertain a student like me so I just went to a section where copies of tax forms are given out with no supervision. I grabbed them without checking. (No eBIR forms at that time) To summarize, I returned to the office, carrying BIR forms that unfortunately were not applicable to the client’s needs. Since then, I promised that I should familiarize myself with those BIR forms!

Through the years, I became more familiar with the forms, the so called e-forms via eBIR forms and electronic filing and payment system (EFPS) for top 5,000 Individuals and top 20,000 corporations. Finally, I created a simple guide!

To new graduates and neophytes in the field, I am handing you this simple guide as your starter kit. Believe me, this will take you to greater heights and you will not be oblivious anymore to this matter.

Below are the corresponding codes, their meaning, frequency of filing and some examples of tax forms.

BIR form starts with:

25 - Sales Tax

2550M (VAT Registered)

2551 (Non-VAT Entity)

Add Q for quarter return e.g. 2550Q and 2551Q.

17 - Income Tax

- 1701 for individual's annual income tax return
- 1702 for partnerships and corporation's annual income tax return
- Add Q for quarter returns e.g. 1702Q and 1701Q

16 - Withholding Tax

- 1601C (01 means 1 month or monthly while C means compensation)
- 1601E (01 means 1 month or monthly while E means expanded)
- 1601F (01 means 1 month or monthly while F means final)
- 1603 (03 means 3 months or every quarter, this is Fringe Benefit Tax)
- 1604E (04 means 4 Quarters (1 Year) or Annual Return for E which is Expanded W/tax)
- 1604CF (04 means 4 Quarters (1 Year) or Annual Return for C – Compensation and F – Final Tax)

23 - Code used for certificates

- 2303 - Certificate of Registration
- 2306 - Certificate of Final Tax Withheld
- 2307 - Certificate of Taxes Withheld at Source (Expanded Tax)
- 2316 - Certificate of Taxes Withheld on Compensation

19 - Code used for application forms

- 1900 - Application for loose leaf / books of accounts
- 1901 - Application for registration self-employed, mix income & estates
- 1902 - Application for registration Purely Compensation Individuals
- 1903 - Application for registration Partnership and Corporations

2200 – Excise Tax, the letters after the code indicate what kind of products will be taxed

- 2200A – Alcohol Products
- 2200AN – Automobiles and Non-essentials
- 2200M – Mineral Products
- 2200P – Petroleum
- 2200T – Tobacco

18 – Estate and Gift Taxes

- 1800 – Donor's tax, 00 or no limit, file for every period that there are donations given
- 1801 – Estate tax, 01 or one time, upon the death of the taxpayer and payment of the required tax

DS – Documentary Stamp Tax

- DS 2000 – Recurring DST on lease agreement, sales of stocks, bonds etc.
- DS 2000 OT - OT means One Time Payment.

I hope you have gained knowledge about this topic more than what you already know right now.

Jeffrey Galang Salazar is a Certified Public Accountant and a Master in Business Administration (MBA) degree holder. He is currently connected with Tong Hsing Electronics Phils Inc. as External Tax Accountant and with Pamantasan ng Cabuyao as part-time accounting professor both situated in Laguna.

