REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
4:54 P.M.
MAR 21 2016
RECEIVED

March 14, 2016

REVENUE MEMORANDUM CIRCULAR NO. 35-2016

SUBJECT : **Availability of Electronic Bureau of Internal Revenue Forms (eBIRForms) Package Version 6.0 and Other Concerns**

TO : All Internal Revenue Officials, Employees and Others Concerned

---

The **eBIRForms Package Version 6.0** is now available and downloadable from the following sites:

1. www.knowyourtaxes.ph;
2. www.dof.gov.ph;
3. Dropbox using this link: http://goo.gl/UCr8XS;
4. Direct link: http://ftp.pregi.net/bir/ebirforms_package_v6.0.zip; or
5. www.bir.gov.ph

The new eBIRForms package has the following modifications:

A. One-click submission of Tax Returns; and
B. Reduced package size for easier downloading.

Taxpayers shall 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), RDO Code, line of business, registered name, registered address, ZIP Code, telephone number and an active email address;

Step 3. Choose from the List of BIR Forms then click **FILL UP**. Re-enter TIN and email address to confirm that the provided information are correct;

Step 4. Accomplish the selected tax return then click **VALIDATE** button. If there are changes to make, click **EDIT** button. Make sure to click **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/she/it will be redirected to eFPS Login Page and shall enter his/her/its **Username and Password** then follow steps in eFPS; or

5.2 If taxpayer is an eBIRForms user, he/she/it shall be required to fully and unconditionally agree to the Terms of Service Agreement (TOSA) by clicking **AGREE**. Taxpayers will then receive a system-generated confirmation email.

eFPS taxpayers filing Annual Income Tax Returns (ITR) (i.e., 1700, 1701, 1702-RT, 1702-EX and 1702-MX) and Excise Tax Returns (i.e., 2200-A and 2200-T) shall prepare the tax returns using the offline package and submit to eFPS by clicking the SUBMIT/FINAL COPY button. eFPS taxpayers filing other returns (i.e., 1601-C, 1601-E, 2550M, 2550Q, 2551M, etc.) shall use the online eFPS. Thereafter, payment shall be made online thru the eFPS facility by clicking proceed to payment button.

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

The accompanying schedules and manual attachments (i.e. Financial Statements, Statement of Management Responsibility (SMR), scanned BIR Form Nos. 2307/2316 in DVD-R with sworn declaration per Revenue Regulations (RR) No. 2-2015, etc.) shall be manually filed within fifteen (15) days after the electronic filing of the return to the concerned LT Office/RDO where they are registered. Together with the said schedules and attachments, taxpayers shall also submit the duly signed printed efiled return and printed system-generated confirmation receipt. The Summary Alphalist of Withholding Tax (SAWT) shall be emailed to esubmission@bir.gov.ph.

Penalties provided in RR 5-2015 shall be imposed on taxpayers who fail to file and/or pay taxes using the mandated/prescribed mode/venue under existing revenue issuances.

All concerned are hereby enjoined to give this Circular as wide a publicity as possible.

KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

039943

H-2
/mariam

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
4:54 P.M.
MAR 21 2016
RECEIVED