REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

September 17, 2015

REVENUE MEMORANDUM CIRCULAR NO. 59-2015

SUBJECT : **Availability of the Update of Exemption of Employees (UEE) Data Entry Module in Filing of the Bureau of Internal Revenue (BIR) Form No. 2305 (Certificate of Update of Exemption and of Employers and Employee's Information) and 2305 Batch File Validation Module**

TO : **All Internal Revenue Officials, Employees and Others Concerned.**

I. PURPOSE. In relation to RR 7-2012, this Circular is being issued to circularize the availability of Update of Exemption of Employees(UEE) (BIR Form No. 2305) Data Entry Module and 2305 Batch File Validation Module which shall be used for the following:

1. Updating of Employee's Additional Exemption for Dependents;
2. Change of Status; and
3. Execution of the "Waiver to Claim the Additional Exemption" by the husband; or revocation of the previously executed "Waiver to Claim the Additional Exemption by the Husband".

II. DEFINITION OF TERMS. The following terms are define as:

UEE Data Entry Module – This is a data entry module where the employer inputs all the registration updates of exemptions of its employees one by one with validation before sending electronically to the BIR.

2305 Batch File Validation Module – This is a validation module of BIR Form 2305 for the CSV file generated by the employer using their own extract program.

III. FILING OF BIR FORM NO. 2305. No employees shall visit the Revenue District Offices (RDOs)/Large Taxpayers Divisions (LTDs) in filing of BIR Form. No. 2305. The filing of BIR Form No. 2305 shall be coursed through the employer and shall be electronically filed containing all the required information in the prescribed electronic format using any of the following:

Option 1	Microsoft Excel CSV format;
Option 2	Taxpayer's own extract program; or
Option 3	BIR's UEE Data Entry Module.

For those who will be using Option 1 or Option 2 are required to use the 2305 Batch File Validation Module. The UEE Data Entry Module and 2305 Batch File Validation Module are available at www.bir.gov.ph/index.php/downloadables.html.

IV. SUBMISSION OF REPORT. Employers shall generate a monthly CSV file report using the UEE Data Entry Module or the prescribed file structure (**Annex B**) using Option 1 or Option 2 and transmit via email to BIRFORM_2305@bir.gov.ph following the procedures in the Job Aids (**Annexes A or B**) and Process Flows (**Annex C or D**). Those reports submitted with invalid errors or invalid file are considered as non-filing of BIR Form No. 2305.

V. SUBMISSION OF SUPPORTING DOCUMENTS. Employees shall submit the accomplished BIR Form No. 2305 together with the required documentary requirements to their employer. Employer shall then validate and ensure completeness of documents and shall submit the following supporting documents **on or before the 10th day of the following month:**

1. Accomplished BIR Form No. 2305 signed by both the employee and the employer together with the complete documentary requirements (e.g. NSO Certified Birth Certificate/Marriage Contract, Waiver to Claim Additional Exemption, Medical Certificate, if physically/mentally incapacitated);
2. Systems-generated email notification (**Annex E**) of electronically filed BIR Form No. 2305; and
3. Printed Alphalist of Employees and Information Update (Alpha_1) (**Annex F**) report Listing the Names of those with changes for the month only generated from the data entry module or printed excel file following the layout of Annex F.

VI. VENUE OF SUBMISSION.

Non- Large Taxpayer-Employers shall submit the supporting documents to the RDO having jurisdiction over the place of office of the employer where the employee is expected to report for work.

Large Taxpayer- Employers shall submit the supporting documents to the Large Taxpayers Assistance Division (LTAD), Excise Large Taxpayers Regulatory Division (ELTRD), Large Taxpayers Division (LTD-Makati/Cebu) having jurisdiction over the Head Office of the Large Taxpayer-Employer.

All internal revenue officers and employees are hereby enjoined to give this Circular a wide publicity as possible.

(Original Signed)
KIM S. JACINTO-HENARES
Commissioner of Internal Revenue

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