

(To be filled up by the BIR)

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Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Information Return/Annual Income Tax Return

For Individuals Earning Purely Compensation Income
(Including Non-Business/Non-Profession Income)

BIR Form No.

1700

June 2011 (ENCS)

All information must be written in CAPITAL LETTERS.

Fill in all blank spaces. Shade all applicable circles.

TO BE FILED IN THREE (3) COPIES: (1) BIR FILE COPY (2) BIR ENCODING COPY (3) TAXPAYER FILE COPY

1 For the year (YYYY) <input type="text"/>	2 Amended Return? <input type="radio"/> Yes <input type="radio"/> No	3 Joint Filing? <input type="radio"/> Yes <input type="radio"/> No	4 Alphanumeric Tax Code (ATC) <input type="radio"/> Compensation Income <input type="text" value="II 011"/> <input type="radio"/> Other Income <input type="text" value="II 041"/>
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Part 1 Background Information

Taxpayer/Filer

5 Taxpayer Identification Number (TIN) <input type="text" value="00000000"/>	6 RDO Code <input type="text"/>
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7 Taxpayer's Name
<input type="text"/>
<i>Last Name</i> <i>First Name</i> <i>Middle Name</i>

8 Registered Address
<input type="text"/>
<i>(Unit/Room Number/Floor)</i> <i>(Building Name)</i>
<input type="text"/>
<i>(Lot Number)</i> <i>Block Number</i> <i>Phase Number</i> <i>House Number</i> <i>(Street Name)</i>
<input type="text"/>
<i>(Subdivision/Village)</i> <i>(Barangay)</i>
<input type="text"/>
<i>(Municipality/City)</i> <i>(Province)</i> <i>(Zip Code)</i>

9 Date of Birth (MM/DD/YYYY) <input type="text"/>	10 Gender <input type="radio"/> Male <input type="radio"/> Female	11 Civil Status <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Widow/er	12 Contact Number <input type="text"/>
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13 E-mail Address <input type="text"/>	14 Claiming for Additional Exemptions? <input type="radio"/> Yes <input type="radio"/> No	15 If yes, number of Qualified Dependent Children <input type="text"/>
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Spouse

16 Spouse's Name
<input type="text"/>
<i>Last Name</i> <i>First Name</i> <i>Middle Name</i>

17 Taxpayer Identification Number (TIN) <input type="text"/>	18 Date of Birth (MM/DD/YYYY) <input type="text"/>	19 Contact Number <input type="text"/>
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20 E-mail Address <input type="text"/>	21 Claiming for Additional Exemptions? <input type="radio"/> Yes <input type="radio"/> No	22 If yes, number of Qualified Dependent Children <input type="text"/>
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23 Qualified Dependent Children

	Last Name	First Name	Middle Name	Date of Birth (MM/DD/YYYY)	Mark if Mentally/Physically Incapacitated
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Part II		Computation of Tax											
		Taxpayer/Filer						Spouse					
24	Gross Compensation Income (from Schedule 1)	24A						24B					
25	Less: Non-Taxable/Exempt Compensation	25A						25B					
26	Gross Taxable Compensation Income (Item 24A less 25A/ Item 24B less 25B)	26A						26B					
27	Less: Deductions												
	27A/B Premium on Health and/or Hospitalization Insurance	27A						27B					
	27C/D Personal Exemption	27C						27D					
	27E/F Additional Exemption	27E						27F					
	27G/H Total Deductions (Sum of Items 27A, 27C & 27E/ 27B, 27D & 27F)	27G						27H					
28	Net Taxable Compensation Income/(Excess of Deductions) (Item 26A less 27G/ Item 26B less 27H)	28A						28B					
29	Add: Other Taxable Income (Non-Business/Non-Profession)	29A						29B					
30	Total Taxable Income (Sum of items 28A & 29A/ 28B & 29B)	30A						30B					
31	Tax Due (refer to Tax Table below)	31A						31B					
32	Less: Tax Credits/Payments (attach proof)												
	32A/B Tax Withheld per BIR Form No. 2316	32A						32B					
	32C/D Tax Paid in Return Previously Filed, if this is an Amended Return	32C						32D					
	32E/F Foreign Tax Credits	32E						32F					
	32G/H Other Payments/Credits, specify _____	32G						32H					
	32I/J Total Tax Credits/Payments (Sum of Items 32A, 32C, 32E & 32G/ 32B, 32D, 32F & 32H)	32I						32J					
33	Net Tax Payable/(Overpayment) (Item 31A less 32I/ Item 31B less 32J)	33A						33B					
34	Add: Penalties												
	34A/B Surcharge	34A						34B					
	34C/D Interest	34C						34D					
	34E/F Compromise	34E						34F					
	34G/H Total Penalties (Sum of Items 34A, 34C & 34E/ 34B, 34D & 34F)	34G						34H					
35	Total Amount Payable/(Overpayment) (Sum of Items 33A & 34G/ 33B & 34H)	35A						35B					
36	Less: Portion of Tax Payable Allowed for 2nd Installment Payment to be paid on or before July 15 (not less than 50% of 31A/31B)	36A						36B					
37	Amount of Tax Required to be Paid Upon Filing of this Return (Item 35A less 36A/ Item 35B less 36B)	37A						37B					
38	Aggregate Amount Payable/(Overpayment) (Sum of items 37A & 37B)	38											

Part III		Details of Payment												Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)							
Particulars	Drawee Bank/Agency	Number			Date (MM/DD/YYYY)			Amount													
39	Cash/Bank Debit Memo	39A					39B					39C					39D				
40	Check	40A					40B					40C					40D				
41	Tax Debit Memo						41A					41B					41C				
42	Others	42A					42B					42C					42D				

Tax Table			
If Taxable Income is:	Tax Due is:	If Taxable Income is:	Tax Due is:
Not over P 10,000	5%	Over P 140,000 but not over P 250,000	P 22,500 + 25% of the excess over P 140,000
Over P 10,000 but not over P 30,000	P 500 + 10% of the excess over P 10,000	Over P 250,000 but not over P 500,000	P 50,000 + 30% of the excess over P 250,000
Over P 30,000 but not over P 70,000	P 2,500 + 15% of the excess over P 30,000	Over P 500,000	P 125,000 + 32% of the excess over P 500,000
Over P 70,000 but not over P 140,000	P 8,500 + 20% of the excess over P 70,000		

NOTE: Read Guidelines and Instructions on Page 4.

Part IV Supplemental Information (attach additional sheet/s, if necessary)

				TAXPAYER/FILER				SPOUSE										
				Actual Amount/Fair Market Value/Net Capital Gains		Final Tax Withheld/Paid		Actual Amount/Fair Market Value/Net Capital Gains		Final Tax Withheld/Paid								
Gross Income/Receipts Subjected to Final Withholding Tax on Income																		
43	Interests	43A		43B		43C		43D		43E								
44	Royalties	44A		44B		44C		44D		44E								
45	Dividends	45A		45B		45C		45D		45E								
46	Prizes and Winnings	46A		46B		46C		46D		46E								
47	Fringe Benefits	47A		47B		47C		47D		47E								
48	Compensation Subject to 15% Preferential Rate	48A		48B		48C		48D		48E								
49 Sale/Exchange of Real Properties																		
Description of Property (e.g., land, building, improvement)		OCT/TCT/CCT/Tax Declaration Number		Certificate Authorizing Registration (CAR) Number														
49A		49B		49C		49D		49E		49F								
49H		49I		49J		49K		49L		49M								
50 Sale/Exchange of Shares of Stocks																		
Kind of Stock Certificate Series Number		Certificate Authorizing Registration (CAR) Number		Number of Shares		Date of Issue (MM/DD/YYYY)												
50A		50B		50C		50D		50E		50F								
50J		50K		50L		50M		50N		50O								
[e.g., preferred (PS), common (CS)]																		
51 Other Income Subject to Final Tax Under Sec. 57(A) of the Tax Code, as amended (specify)																		
51A											51B		51C		51D		51E	
51F											51G		51H		51I		51J	
52 Total Final Tax Withheld/Paid (Sum of Items 43B to 48B, 49E, 49L, 50G, 50P, 51C & 51H/ 43D to 48D, 49G, 49N, 50I, 50R, 51E & 51J)																		

				Actual Amount/Fair Market Value				Actual Amount/Fair Market Value										
Gross Income/Receipts Exempt from Income Tax																		
53	Proceeds of Life Insurance Policy	53A		53B		53C		53D		53E								
54	Return of Premium	54A		54B		54C		54D		54E								
55	Retirement Benefits, Pensions, Gratuities, etc.	55A		55B		55C		55D		55E								
56 Personal/Real Properties Received thru Gifts, Bequests, and Devises																		
Description of Property (e.g., cash, land, building, improvement)		Mode of Transfer (e.g., inheritance, donation)		Certificate Authorizing Registration (CAR) Number														
56A		56B		56C		56D		56E		56F								
56F		56G		56H		56I		56J		56K								
57 Other Exempt Income/Receipts Under Sec. 32 (B) of the Tax Code, as amended (specify)																		
57A											57B		57C		57D		57E	
57D											57F		57G		57H		57I	
58 Total Income/Receipts Exempt from Income Tax (Sum of Items 53A to 55A, 56D, 56I, 57B & 57E/ 53B to 55B, 56E, 56J, 57C & 57F)																		

Schedule 1 Gross Compensation Income and Tax Withheld (attach additional sheet/s, if necessary)													
				TAXPAYER/FILER				SPOUSE					
Name of Employer				Taxpayer Identification Number (TIN)		Compensation Income		Tax Withheld		Compensation Income		Tax Withheld	
59				59A		59B		59C		59D		59E	
60				60A		60B		60C		60D		60E	
61				61A		61B		61C		61D		61E	
62 Total Compensation Income/Tax Withheld (Sum of Items 59 to 61)(to Item 24)													

I declare, under the penalties of perjury, that this annual return has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority ther

63 _____ Signature over Printed Name of Taxpayer/Authorizer Representative (attach authorization)/Accredited Tax Agent (ATA)	64 _____ Position and TIN of Authorized Representative/ATA	65 _____ Tax Agent Accreditation No./Atty's Roll No. (if applicable), Issue Date _____, Expiry Date _____
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64 Community Tax Certificate Number	65 Place of Issue	66 Date of Issue (MM/DD/YYYY)	67 Amount
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New Address												
(Unit/Room No., Floor)			(Building Name)			(Lot No.)	(Block No.)	(Phase No.)	(House No.)	(Street Name)		
(Subdivision/Village)			(Barangay)			(Municipality/City)			(Province)			
(Zip Code)												

GUIDELINES AND INSTRUCTIONS

Who Shall File Income Tax Return (ITR)

This return shall be filed by every resident citizen deriving compensation income from all sources, or resident alien and non-resident citizen with respect to compensation income from within the Philippines, except the following:

1. An individual whose gross compensation income does not exceed his total personal and additional exemptions.
2. An individual with respect to pure compensation income, as defined in Section 32(A)(1) derived from sources within the Philippines, the income tax on which has been correctly withheld (tax due equals tax withheld) under the provisions of Section 79 of the Code: Provided, That an individual deriving compensation concurrently from two or more employers at any time during the taxable year shall file an income tax return.
3. An individual whose income has been subjected to final withholding tax (alien employee as well as Filipino employee occupying the same position as that of the alien employee of regional or area headquarters and regional operating headquarters of multinational companies, petroleum service contractors and sub-contractors, and offshore banking units; non-resident alien not engaged in trade or business).
4. A minimum wage earner or an individual who is exempt from income tax.

In case of married individuals who are still required to file returns or in those instances not covered by the substituted filing of returns, only one return for the taxable year shall be filed by either spouse to cover the income of the spouses, which return shall be signed by the husband and wife, unless it is physically impossible to do so, in which case signature of one of the spouses would suffice.

Individuals not required to file an ITR or those qualified for substituted filing may voluntarily file this return for purposes of loans, foreign travel requirements and for other purposes they may deem proper.

However, individuals other than those solely earning income as OFWs as defined in RR No. 1-2011 availing of the benefits of special law, such as, but not limited to the PERA Law are required to file an ITR.

"Minimum Wage Earner" shall refer to a worker in the private sector paid the statutory minimum wage or to an employee in the public sector with compensation income of not more than the statutory minimum wage in the non-agricultural sector where he/she is assigned.

"Fair Market Value" as determined in accordance with Section 6(E) of the Tax Code, as amended, shall be used in reporting the non-cash income and receipts in the Supplementary Information.

The term "individual whose compensation income has been subjected to final withholding tax" shall include aliens or Filipino citizens occupying the same positions as the alien employees, as the case may be, who are employed by regional operating headquarters, regional or area headquarters, offshore banking units, petroleum service contractors and sub-contractors, pursuant to pertinent provisions of Sections 25 (C), (D), (E) and 57(A), including those subject to Fringe Benefit Tax (FBT) under Section 33 of the Tax Code, as amended, Republic Act No. 8756, Presidential Decree No. 1354, and other pertinent laws.

"Registered Address" refers to the preferred address (i.e. residence or employer's business address) provided by the taxpayer upon registration with the BIR using BIR Form No. 1902 (Application for Registration-For Individuals Earning Purely Compensation Income and Non-Resident Citizens/Resident Alien Employee).

When and Where to File and Pay

1. For Electronic Filing and Payment System (eFPS) Taxpayer

The return shall be e-filed and the tax shall be e-paid on or before the **15th day of April** of each year covering income for the preceding taxable year using the eFPS facilities thru the BIR website <http://www.bir.gov.ph>.

2. For Non-Electronic Filing and Payment System (Non-eFPS) Taxpayer

The return shall be filed and the tax shall be paid on or before the **15th day of April** of each year covering income for the preceding taxable year with any Authorized Agent Bank (AAB) located within the territorial jurisdiction of the Revenue District Office (RDO) where the taxpayer is registered. In places where there are no AABs, the return shall be filed and the tax shall be paid with the concerned Revenue Collection Officer (RCO) under the jurisdiction of the RDO.

In case of "NO PAYMENT RETURNS", the same shall be filed with the RDO where the taxpayer is registered or with the concerned RCO under the same RDO.

3. For Installment Payment

When the tax due exceeds P 2,000, the taxpayer may elect to pay in two equal installments, the first installment to be paid at the time the return is filed and the second, **on or before July 15** of the same year.

4. For Non-Resident Taxpayer

In case taxpayer has no legal residence or place of business in the Philippines, the return shall be filed with the Office of the Commissioner thru Revenue District Office No. 39, South Quezon City.

Gross Taxable Compensation Income

The gross taxable compensation income of the taxpayer does not include employees' contributions to SSS, GSIS, HDMF, PHIC and Union Dues.

The non-business/non-profession related income reported under "other taxable income" should reflect only the net taxable amount.

Premium Payment on Health and/or Hospitalization Insurance

The amount of premiums not to exceed Two Thousand Four Hundred Pesos (P 2,400) per family or Two Hundred Pesos (P 200) a month paid during the taxable year for health and/or hospitalization insurance taken by the taxpayer for himself, including his family, shall be allowed as a deduction from his gross income: *Provided*, That said family has a gross income of not more than Two Hundred Fifty Thousand Pesos (P 250,000) for the taxable year: *Provided, finally*, That in the case of married taxpayers, only the spouse claiming the additional exemption for dependents shall be entitled to this deduction.

Personal and Additional Exemptions

Individual taxpayer, whether single or married, shall be allowed a basic personal exemption of Fifty Thousand Pesos (P 50,000).

In the case of married individuals where only one of the spouses is deriving gross income, only such spouse shall be allowed the personal exemption.

An individual, whether single or married, shall be allowed an additional exemption of P 25,000 for each qualified dependent child, not exceeding four (4). The additional exemption for dependents shall be claimed by the husband, who is deemed the proper claimant unless he explicitly waives his right in favor of his wife.

"Dependent Child" means a legitimate, illegitimate or legally adopted child chiefly dependent upon and living with the taxpayer if such dependent is not more than twenty-one (21) years of age, unmarried and not gainfully employed or if such dependent, regardless of age, is incapable of self-support because of mental or physical defect.

In the case of legally separated spouses, additional exemptions may be claimed only by the spouse who has custody of the child or children: *Provided*, That the total amount of additional exemptions that may be claimed by both shall not exceed the maximum additional exemptions allowed by the Tax Code.

Change of Status

If the taxpayer marries or should have additional dependent(s) during the taxable year, the taxpayer may claim the corresponding personal or additional exemption, as the case may be, in full for such year.

If the taxpayer dies during the taxable year, his estate may still claim the personal and additional exemptions for himself and his dependent(s) as if he died at the close of such year.

If the spouse or any of the dependents dies or if any of such dependents marries, becomes twenty-one (21) years old or becomes gainfully employed during the taxable year, the taxpayer may still claim the same exemptions as if the spouse or any of the dependents died, or as if such dependents married, became twenty-one (21) years old or became employed at the close of such year.

Penalties

There shall be imposed and collected as part of the tax:

1. A surcharge of twenty five percent (25%) for each of the following violations:
 - a) Failure to file any return and pay the amount of tax or installment due on or before the due date;
 - b) Unless otherwise authorized by the Commissioner, filing a return with a person or office other than those with whom it is required to be filed;
 - c) Failure to pay the full or part of the amount of tax shown on the return, or the full amount of tax due for which no return is required to be filed on or before the due date;
 - d) Failure to pay the deficiency tax within the time prescribed for its payment in the notice of assessment.
2. A surcharge of fifty percent (50%) of the tax or of the deficiency tax shall be imposed in case of willful neglect to file the return within the period prescribed by the Tax Code and/or by rules and regulations or in case a false or fraudulent return is filed.
3. Interest at the rate of twenty percent (20%) per annum, or such higher rate as may be prescribed by rules and regulations, on any unpaid amount of tax, from the date prescribed for the payment until it is fully paid.
4. Compromise penalty, pursuant to existing/applicable revenue issuances.

Excess Withholding Tax

Over withholding of income tax on compensation shall be refunded by the employer, except if the over withholding is due to the employee's failure or refusal to file the withholding exemption certificate, or supplies false or inaccurate information, the excess shall not be refunded but shall be forfeited in favor of the government.

Attachments Required

1. Certificate of Income Tax Withheld on Compensation (BIR Form No. 2316).
2. Waiver of the husband's right to claim additional exemption, if applicable.
3. Duly approved Tax Debit Memo, if applicable.
4. Proof of Foreign Tax Credits, if applicable.
5. For amended return, proof of tax payment and the return previously filed.
6. Proof of other tax payment/credit, if applicable.
7. Authorization letter, if filed by authorized representative,

Note: All Background Information must be properly filled up.

- All returns filed by an accredited tax agent on behalf of a taxpayer shall bear the following information:
 - A. For CPAs and others (individual practitioners and members of GPPs);
 - a.1 Taxpayer Identification Number (TIN); and
 - a.2 Certificate of Accreditation Number, Date of Issuance, and Date of Expiry.
 - B. For members of the Philippine Bar (individual practitioners, members of GPPs);
 - b.1 Taxpayer Identification Number (TIN); and
 - b.2 Attorney's Roll number or Accreditation Number, if any.