

ANNEX A

The following additional work-around procedures shall be adopted by all eFPS filers WITH PAYMENT, until the enhanced BIR forms are already available in the eFPS facility:

1. Fill-up the ITR using the Interactive/Excel format and the necessary additional sheet/s, if applicable
2. Save the accomplished ITR using a separate file name for the ITR proper and each additional sheet/s.

For the ITR, use the NAMING CONVENTION as follows:

<TIN> <BRANCH CODE> <RETURN PERIOD(mmddyyyy)> <FORM NO>
Example: 123456789000123120111702

Where:

023456789 is the TIN
000 is the BRANCH CODE
12312011 is the RETURN PERIOD
1702 is the FORM NO

For the additional sheet/s, if any, use the NAMING CONVENTION as follows:

<TIN> <BRANCH CODE> <RETURN PERIOD(mmddyyyy)> <FORM NO>SHEET<sheet number(99)>

Example: 123456789000123120111702SHEET3

Where:

023456789 is the TIN
000 is the BRANCH CODE
12312011 is the RETURN PERIOD
1702 is the FORM NO
3 is the third additional SHEET attached to the form

3. **Compress** each file using ZIP compressor application in preparation for the online e-filing and e-payment. The filename shall have an extension of **“.zip”**
4. **Login to eFPS** facility in the BIR web
5. Select the appropriate BIR form (e.g. 1702, 1701, 1700), then **“Choose On line”**
6. Indicate the **taxable year** 2011
7. The following **MUST** be entered:
 - Alphanumeric Tax Code (ATC)

- Tax Payable/(Overpayment) described below:

BIR FORM NO.	Enter Amount in LINE NO. under the old form (July 2008 ENCS)	Based on LINE NO. under the enhanced form (November 2011 ENCS)
1702	31	35
1701	41A, 41B	36A, 36B
1700	28A, 28B	37A, 37B

8. Click **“ADD ATTACHMENT”** button to attach the accomplished ITR (Interactive/Excel Format) and its additional sheet/s, if any.
9. Select the specific **“.zip”**file. Repeat step 8 and 9 until all additional sheets have been attached.
10. Click the **“Validate”** button, then **“Submit”** button.
11. The **Filing Reference Number (FRN)** shall be generated as proof that the return has been received by the Bureau. Print the FRN for future use.
12. Click the **“Proceed to Payment”** button and follow the existing procedures on ePayment.