



TAX GUIDE FOR CORPORATIONS, PARTNERSHIPS, & OTHER NON-INDIVIDUALS

Steps and Requirements for Registration, Filing, & Payment

Prepared by:

Public Information & Education Division under the supervision of the Client Support Service, Bureau of Internal Revenue

Steps and Requirements for BIR Registration

1

Secure checklist & accomplish BIR Form No. 1903 (Application for Registration). Submit this form to the New Business Registrant Counter, together with the following requirements:

For domestic corporations:

- SEC Certificate of Incorporation;
- Articles of Incorporation

For Partnership:

- SEC Certificate of Recording;
- Articles of Partnership

For Foreign Corporations:

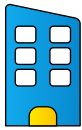
- License to Do Business in the Philippines
- Articles of Incorporation or Articles of Partnership

Additional documents, if transacting through a representative:

- Board Resolution indicating the purpose and the name of the authorized representative; or Secretary's Certificate;
- Any government-issued ID of the authorized representative.

For other additional documents, see the BIR Citizen's Charter through this link: <http://bit.ly/BIRCitizensCharter>

Where to Register



At the New Business Registrant Counter (NBRC) of the Revenue District Office (RDO) having jurisdiction over the place of business.

When to Register



On or before the first sale transaction, or before payment of any tax due, or within thirty (30) days from the issuance of Mayor's Permit or Certificate of Registration issued by SEC, whichever comes earlier.

2

Pay the following through the NBRC:

- Annual Registration Fee of ₱500 (for every head office and/or branch)
 - To be paid every January 31 of each year, after registration through any of the following:
 - Authorized Agent Banks (AABs)
 - ePayment Channels
- Documentary Stamp Tax (DST) - ₱30
- BIR Printed Receipt/Invoice (BPR/BPI) - available for purchase. If the taxpayer wants their own receipt/invoice printed, they must apply for an Authority to Print (ATP), together with the final and clear sample of their own principal/supplementary receipt/invoice.

3

Receive the following:

- BIR Certificate of Registration (COR)
- Received copy of BIR Form No. 1903
- Notice to Issue Receipt/Invoice (NIRI), BPR/BPI or ATP (whichever is applicable)
- Proof of payments

Reminders

- **On Posting** — The Certificate of Registration, proof of payment of ARF, and NIRI must be visibly displayed in the business establishment.

- **On Books of Accounts** — Taxpayers are required to keep and use relevant and appropriate sets of bookkeeping records.

Books of accounts must be registered before the deadline for filing of the first quarterly Income Tax Return or Annual Income Tax Return – whichever comes earlier.

Those with annual sales, earnings, and receipts exceeding ₱3,000,000 shall have their Books of Accounts audited by a Certified Public Accountant (CPA).

- **On Preservation of Books and Other Records** —

Books of accounts and other accounting records shall be preserved for a period of 10 years from the day following the deadline in filing a return; or if return was filed after the deadline, 10 years from the date of the filing of the return.

The taxpayer must keep hardcopies for the first 5 years. Afterwards, the taxpayer may convert hardcopies to electronic copies and store them in an electronic storage system.

- **On the issuance of Official Receipts or Sales Invoices** —

Every sale and/or transfer of merchandise or for services rendered valued at One Hundred Pesos (₱100) or more, must be issued a duly registered receipt or sales/commercial invoice .

Schedules of Filing and Payment of Taxes

I. INCOME TAX

Period	BIR Form	Deadline
1st Qtr	1702Q	Within 60 days following the close of each taxable quarter (Whether calendar or fiscal year)
2nd Qtr	1702Q	
3rd Qtr	1702Q	
Annual	1702-RT/EX/MX	April 15, calendar year; or 15th day of the 4th month following the close of the fiscal year

II. VALUE ADDED TAX (for persons whose gross sales and/or receipts reached ₱3 Million and those who opted to register as VAT taxpayer)

Period	BIR Form	Deadline
Monthly	2550M	20th day following the close of the month*
1st Qtr	2550Q	25th day following the close of each taxable quarter (whether calendar or fiscal year)
2nd Qtr	2550Q	
3rd Qtr	2550Q	
4th Qtr	2550Q	

*For eFPS deadlines, refer to RR No. 26-2002.

III. PERCENTAGE TAX (for persons whose gross sales and/or receipts do not exceed ₱3 Million and who are not VAT-registered)

Period	BIR Form	Deadline
1st Qtr	2551Q	25th day following the close of each taxable quarter
2nd Qtr	2551Q	
3rd Qtr	2551Q	
4th Qtr	2551Q	

IV. WITHHOLDING TAX

- **0619E (Monthly Remittance Form for Creditable Income Taxes Withheld [Expanded])** – On or before the 10th day of the month following the month when the withholding was made for the first two (2) months of the calendar quarter. FOR EFPS USER, refer to RR No. 26-2002.
- **0619F (Monthly Remittance Form for Final Income Taxes Withheld)** – On or before the 10th day of the month following the month when the withholding was made for the first two (2) months of the calendar quarter. FOR EFPS USER, refer to RR No. 26-2002.
- **1601C (Monthly Remittance Return of Income Taxes Withheld on Compensation)** – For the months of January to November - on or before the 10th day of the month following the month when the withholding was made; and for the month of December - on or before January 15 of the following year; FOR EFPS USER, refer to RR No. 26-2002
- **1601EQ (Quarterly Remittance Return of Creditable Income Taxes Withheld [Expanded])** - Not later than the last day of the month following the close of the calendar quarter
- **1601FQ (Quarterly Remittance Return of Final Income Taxes Withheld)** – Not later than the last day of the month following the close of the calendar quarter
- **1603Q (Quarterly Remittance Return of Final Income Taxes Withheld On Fringe Benefits Paid to Employees Other than Rank and File)** - Not later than the last day of the month following the close of the calendar quarter
- **1604C (Annual Information Return of Income Taxes Withheld on Compensation)** – On or before January 31 of the following year
- **1604F (Annual Information Return of Income Payments Subjected to Final Withholding Taxes)** – On or before January 31 of the following year
- **1604E (Annual Information Return of Creditable Income Taxes Withheld [Expanded]/Income Payments Exempt from Withholding Tax)** – On or before March 1 of the following year

See the required reports/forms to be submitted through this link:

<http://bit.ly/BIRForms>

The 3 Different Ways to File Tax Returns



Manual — file hard copies of tax returns (plus any attachments) at the Authorized Agent Banks (AABs) or Revenue Collection Officers (RCOs).



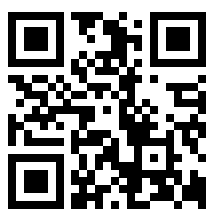
eBIRForms or Electronic BIR Forms Platform — use the latest downloadable offline eBIRForms Package to prepare and file tax returns, and submit attachments through eAFS.



eFPS or Electronic Filing & Payment System — file tax returns (plus any attachments) electronically, and pay taxes due online

Tax Rate

Description	Tax Rate	Tax Base
DOMESTIC CORPORATION		
1. a. In General	30%	Taxable Income from All Sources
b. Minimum Corporate Income Tax	2%	Gross Income
2. Proprietary Educational Institutions	10%	Taxable Income from All Sources
a. Proprietary Educational Institutions whose gross income from unrelated trade, business, or other activity exceeds fifty percent (50%) of the total gross income from all sources.	30%	Taxable Income from All Sources
b. Minimum Corporate Income Tax	2%	Gross Income
3. Non-Stock, Non-Profit Hospitals	10%	Taxable Income from All Sources
a. Non-Stock, Non-Profit Hospitals whose gross income from unrelated trade, business, or other activity exceeds fifty percent (50%) of the total gross income from all sources	30%	Taxable Income from All Sources
b. Minimum Corporate Income Tax	2%	Gross Income
4. a. GOCC, Agencies, & Instrumentalities	30%	Taxable Income from All Sources
b. Minimum Corporate Income Tax	2%	Gross Income
5. a. National Gov't & LGUs	30%	Taxable Income from Proprietary Activities
b. Minimum Corporate Income Tax	2%	Gross Income
6. a. Taxable Partnership	30%	Taxable Income from All Sources
b. Minimum Corporate Income Tax	2%	Gross Income
7. General Professional Partnership	Exempt	
8. Corporation covered by Special Law		
a. PEZA Free Port Zones	0% / 5%	Gross Income
b. Microfinance Non-government Organizations (NGOs)	2%	Gross Receipts
RESIDENT FOREIGN CORPORATION		
1. a. In General	30%	Taxable Income from within the Philippines
b. Minimum Corporate Income Tax	2%	Gross Income
2. International Carriers	2.5%	Gross Philippine Billing
3. Regional Operating Headquarters*	10%	Taxable Income
4. Corporations Covered by Special Law*		
5. Offshore Banking Units (OBUs)		
a. Foreign Currency Transaction not subjected to Final Tax	10%	Gross Taxable Income on Foreign Currency Transaction not subjected to Final Tax
b. Other Than Foreign Currency Transaction	30%	Taxable Income Other Than Foreign Currency Transaction
6. Foreign Currency Deposit Units (FCDUs)		
a. Foreign Currency Transaction not subjected to Final Tax	10%	Gross Taxable Income on Foreign Currency Transaction not subjected to Final Tax
b. Other Than Foreign Currency Transaction	30%	Taxable Income Other Than Foreign Currency Transaction



For more information, visit www.bir.gov.ph or call 89817419 and 89817542

Or follow us at:



ePayment - <http://bit.ly/BIRePay>