

A. SYSTEM REQUIREMENT

Microsoft Access 2010 or higher version;

OS: Microsoft Windows 7 above; OS X

B. INSTALLATION

The Update of Exemption of Employees Data Entry Module (BIR Form 2305 Data Entry Module) does not need to be installed. Just save the downloaded Access database file to your computer.

C. PROCEDURES

Employee shall:

1. New employees shall submit accomplished BIR Form No. 2305 together with documentary requirements to the Employer.

Employer shall:

1. Download the Update of Exemption of Employees Data Entry Module (BIR Form 2305 Data Entry Module).
2. Receive and validate the documentary requirement/s submitted by employees.
3. Update the employee's Exemption using the Update of Exemption of Employees Data Entry Module (BIR Form 2305 Data Entry Module).
4. Generate Monthly CSV Report.
5. Attach to email the generated csv file located at drive C:\BIRF2305 with a filename format:
999999999_99999_mmddyyyy_2305_username.csv
6. Send to BIR email at BIRFORM_2305@bir.gov.ph with the SUBJECT:
TIN_Branch_mmddyyyy_2305,
e.g. Subject: 999999999_000_07312015_2305
7. Receive system-generated email notification (Annex C) for successful filing.
8. Submit the following every 10th day of the following month:
 - a. Accomplished BIR Form 2305 signed by both employee and employer together with the documentary requirement/s;
 - b. System-generated email notification; and
 - c. Printed Monthly Alphalist of Employees and Information Update (Alpha_1) report.

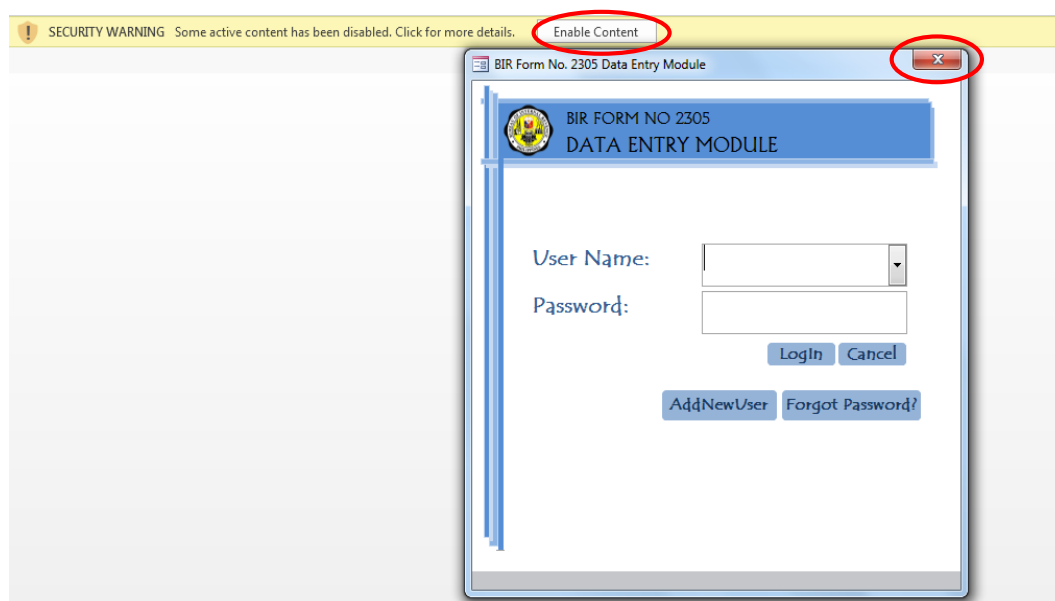
BIRF2305 Data Entry Module

1. Double click BIRF2305.accdb and the **User Login** screen will appear.

D. Enabling the Security Warning Alert

Note: *Security Warning Alert will appear and we need to enable the content in order to run our program.*

1. Click the  button
2. Click the  button



E. The Login Screen


✚ The Login Screen is used to identify the user.

Buttons and its description:

- ❖ **Login** – This button is used if you have already created a user account. User must provide the correct user name and password.
- ❖ **Cancel** – Use this button if you will exit in the system.
- ❖ **Add New User** – This button is used in creating new user account.
- ❖ **Forgot Password?** – This button is used if the user forgot his/her password. The user is required to answer the challenge question.

The screenshot shows a software window titled "BIR Form No. 2305 Data Entry Module". Inside the window, there is a blue header bar with the BIR seal on the left and the text "BIR FORM NO 2305" and "DATA ENTRY MODULE" on the right. Below the header, the login form consists of two labels, "User Name:" and "Password:", each followed by a text input field. The "User Name" field has a dropdown arrow on its right side. Below the input fields are four buttons: "Login" and "Cancel" are positioned side-by-side, and "AddNewUser" and "Forgot Password?" are positioned side-by-side below them. The window has a standard Windows-style border with a title bar and a close button in the top right corner.

F. Add New User

1. To create new user account, click **AddNewUser** button and the **User Agreement** screen will appear in which the user must agree/disagree
2. Fill-in all the mandatory fields (marked with asterisk). Click the  button to save the given information.

BIR Form No. 2305 Data Entry Module - User Login Information

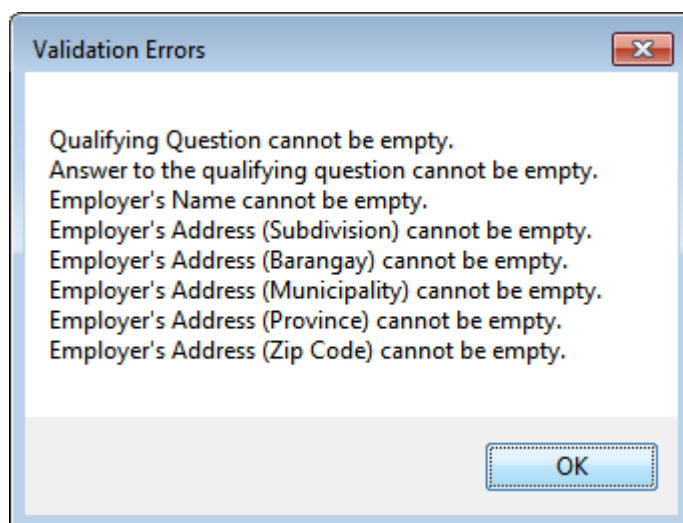
BIR FORM NO 2305
DATA ENTRY MODULE

User Information

First Name: * ELVIS
 Middle Name: LINATOC
 Last Name: * JOAQUIN
 Suffix:
 User Name: * elvis
 Password: * *****
 Challenge Question: *
 Answer: *

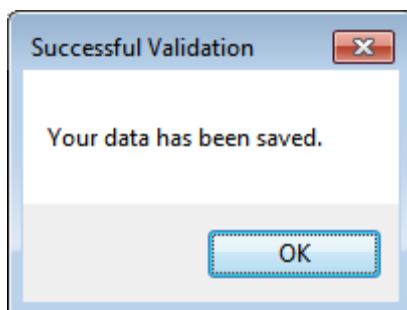
Withholding Agent Information

Employer Type: * Non Individual
 TIN: * 301-778-362
 Branch Code: * 00000
 RDO Code: * 031
 Employer's Name: (Non Individual)
 Employer's Name: (Individual)
 Registered Address:
 (Last Name) (First Name) (Middle Name) (Suffix)
 (Barangay) * (Municipality/City/District) * (Province) *
 (Zip Code) *
 Contact Number:



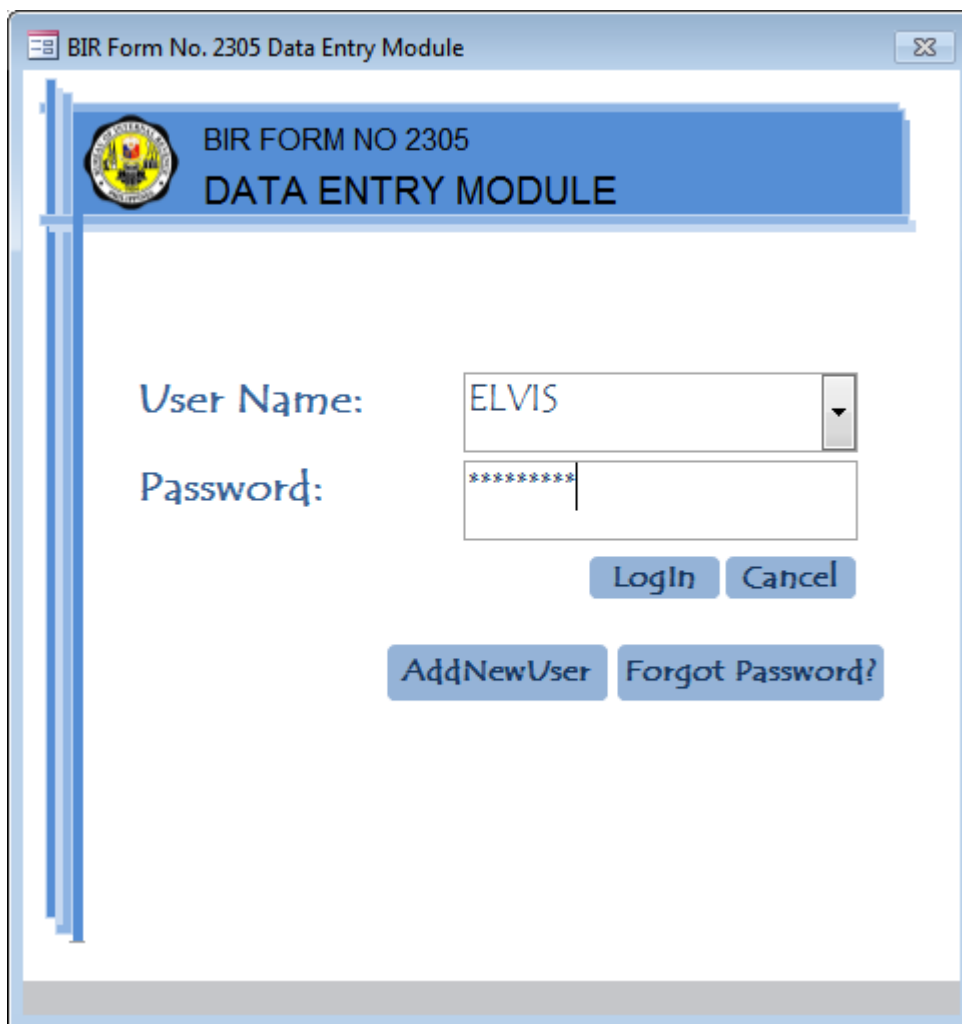
Note: Font color of labels/captions of mandatory fields will turn to red and a popup screen will appear (as shown above) if not supplied with correct information.

3. Once the mandatory fields are filled-up, a popup screen will appear to inform that the user account has been successfully created. Click <**OK**> and you will be redirected to the **User Login**.



G. Accessing the System

1. Enter the created **User Name and Password** and click **Login** button. You will be redirected to **Main Menu** screen if supplied with correct information.



The screenshot shows a web application window titled "BIR Form No. 2305 Data Entry Module". The header area is blue and contains the BIR logo on the left and the text "BIR FORM NO 2305" and "DATA ENTRY MODULE" on the right. Below the header, there are two input fields: "User Name:" with the value "ELVIS" and "Password:" with a masked password "*****". To the right of the password field is a small dropdown arrow. Below the input fields are two buttons: "Login" and "Cancel". At the bottom of the form area are two more buttons: "AddNewUser" and "Forgot Password?".

H. Forgot Password?

1. If user forgot his/her password, type the user name and click the [Forgot Password?](#) button.

The screenshot shows the 'BIR FORM NO 2305 DATA ENTRY MODULE' window. It features a blue header bar with the BIR logo and the title. Below the header, there are four main input sections: 'User Name:' with a text box containing 'cel', 'Password:' with an empty text box, 'Challenge Question:' with a text box containing 'Where is your province?', and 'Answer:' with an empty text box. Between the Password and Challenge Question sections, there are two buttons: 'AddNewUser' and 'Forgot Password?'. The 'Forgot Password?' button is circled in red. Below the Password field, there are 'Login' and 'Cancel' buttons. The window title bar at the top reads 'BIR Form No. 2305 Data Entry Module'.

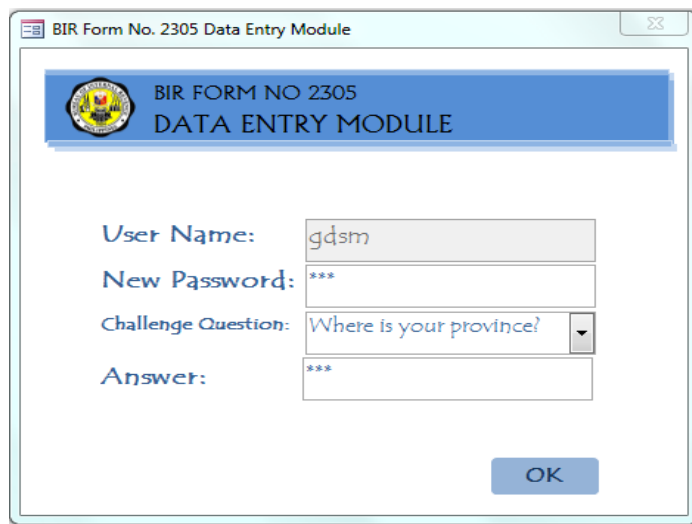
2. Answer the Challenge Question and press <ENTER>.



The screenshot shows a web application window titled "BIR Form No. 2305 Data Entry Module". The header features the BIR logo and the text "BIR FORM NO 2305 DATA ENTRY MODULE". The main form area contains the following fields and buttons:

- User Name:** A text input field containing "celj".
- Password:** A text input field containing three asterisks (***) and a small red dot at the end.
- Login** and **Cancel** buttons.
- AddNewUser** and **Forgot Password?** buttons.
- Challenge Question:** A dropdown menu with the selected option "Where is your province?".
- Answer:** A text input field containing four asterisks (****).

3. Type your new password.
4. User can also change the challenge question (optional).



The screenshot shows the same web application window, but the form fields are updated for password change:

- User Name:** A text input field containing "gdsm".
- New Password:** A text input field containing three asterisks (***) and a small red dot at the end.
- Challenge Question:** A dropdown menu with the selected option "Where is your province?".
- Answer:** A text input field containing three asterisks (***) and a small red dot at the end.
- OK** button.

5. Press OK button. User will be redirected to Log In screen.

I. The Main Menu Screen

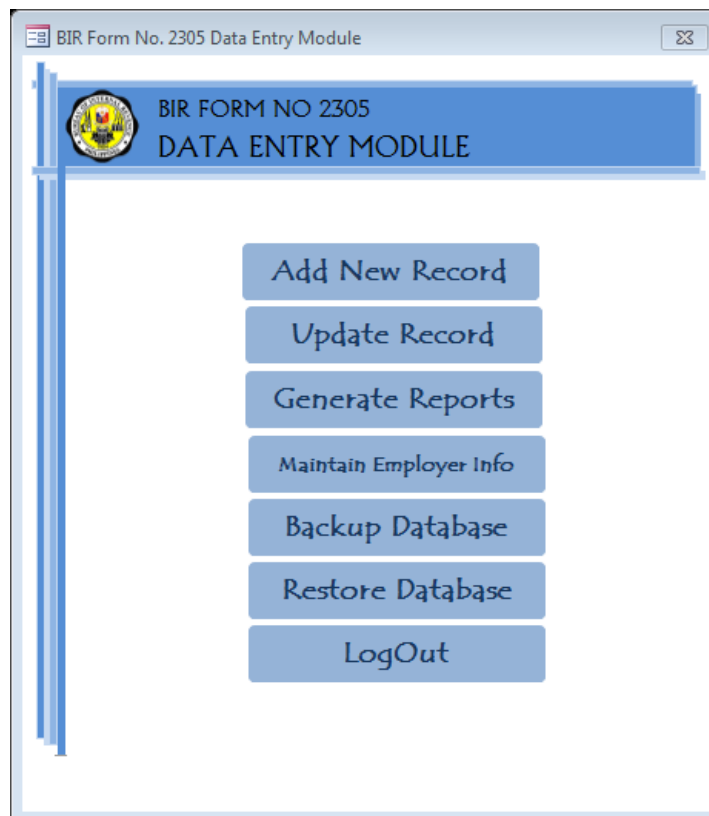
 The Main Menu contained all the processes every user can do within the system.

Buttons and its description:

- ❖ **Add New Record** – This button is used in adding new employee information.
- ❖ **Update Record** – This button is used in updating previously added employee information.
- ❖ **Generate Reports** – This button is used in generating the following reports:
 - List of Employees – Alphalist report of all employees with updates
 - CSV File – The generated file that will be sent to BIRFORM_2305@bir.gov.ph
 - BIR Form No. 2305 – Printable BIR Form No. 2305
- ❖ **Maintain Employer Info** – This button is used in updating employer information.
- ❖ **Back up Database** – This button is used if new version of the 2305 Data Entry Module is to be installed.
- ❖ **Restore Database** – This button is used in restoring backed up file.

Note: Backup and Restore Database are two important procedures if new version of the 2305 Data Entry Module is to be installed. Doing these procedures will eliminate the process of re-encoding employees' information.

- ❖ **Log Out** – This button is used in logging out of the system. Once clicked, user will be redirected to Log In screen.



J. Add New Record

1. Click the **Add New Record** button and the BIR Form No. 2305 will appear.
2. Fill in all the mandatory fields. Use the scroll down bar to navigate up to Part 5 of the said form.
*Note: The **Branch Code**, **RDO Code** and **Employer Information** are automatically populated on the **Part 1** and **Part 5** of the form, respectively.*

BIR FORM NO 2305
DATA ENTRY MODULE

Type of Filer: Effective Date:

Part1 Taxpayer / Employer Information

Taxpayer Identification Number (TIN): RDO Code:

Taxpayer's Name:

(Last Name) (First Name) (Middle Name) (Suffix)

Gender:

Date of Birth: Place of Birth:

Mother's Maiden Name: Father's Name:

Citizenship: Other Citizenship:

Identification Details (e.g. passport, government issued ID, company ID, etc.):

SSS:

(Type) (Number) (Effective Date) (Expiry Date)

(Issuer) (Place/Country of Issue)

Preferred Contact Type:

(Phone Number) (Mobile Number) (Fax Number) (Email Address)

Local Residence Address:

(Lot#/Blk#/Phase/House#/Unit/Room/Floor/Bldg#/Sub Street) (Building Name/Street Name/Subdivision/Village/Zone) (Barangay) (Municipality/City/District) (Province) (Zip Code)

Foreign Address: Country:

Part 2 Personal Exemptions

BIR Form No. 2305 Data Entry Module - Add New Record

BIR FORM NO 2305
DATA ENTRY MODULE

Part 2 Personal Exemptions

Civil Status: Married
 With Qualified Dependent: Yes
 Employment Status of Spouse: Unemployed
 Claims for Additional Exemptions/ Premium Deductions: Wife
 Spouse's Information: ☒ with waiver attached
 Spouse's TIN:
 Spouse's Name (if wife, indicate maiden name): MONTALBO (Last Name) ROGER (First Name) MENDOZA (Middle Name)
 Spouse's Employer's TIN:
 Spouse's Employer's Name:
Part 3 Additional Exemptions
 Names of Qualified Dependent Child/ren (refers to a legitimate, or legally adopted child chiefly dependent upon & living with the taxpayer; not more than 21 years of age, unmarried, and not gainfully employed; or regardless of age, is incapable of self-support due to mental or physical defect).

Last Name	First Name	Middle Name	Suffix	Date of Birth	Mark if Mentally/Physically Incapacitated
MONTALBO	JONATHUN	LINATOC		04/15/2011	<input type="checkbox"/>
MONTALBO	JENNIFER	LINATOC		07/03/2014	<input type="checkbox"/>

BIR Form No. 2305 Data Entry Module - Add New Record

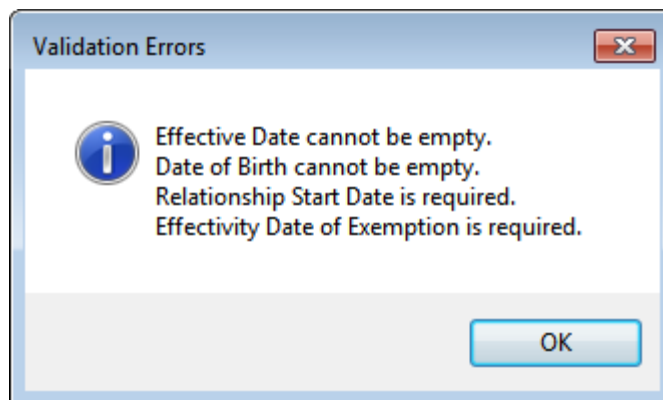
BIR FORM NO 2305
DATA ENTRY MODULE


Part 4 For Employee With Two of More Employers (Multiple Employment) Within Calendar Year
 Type of Multiple Employments:

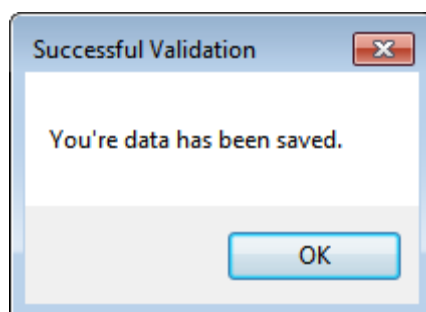
Name of Employer/s	TIN of Employer/s

Part 5 Employer Information
 TIN: 301778362 00000 RDO Code: 031
 Employer's Name (Non-Individual): ELVIS GOLDEN TOWER
 Employer's Name (Individual):
 Registered Address:
 (Lot#/Blk#/Phase/House#/Unit/Room/Floor/Bldg#/Sub Street): ELVIS GOLDEN TOWER
 (Building Name/Street Name/Subdivision/Village/Zone):
 SAN GABRIEL (Barangay) STA. MARIA (Municipality/City/District) BULACAN (Province) 3022 (Zip Code)
 Contact Number: 0446410163
 Relationship Start Date: Effectivity Date of Exemption:
 Date of Certification: 06/18/2015

Note: Font color of labels/captions of mandatory fields will turn to red and a popup screen will appear if not supplied with information.

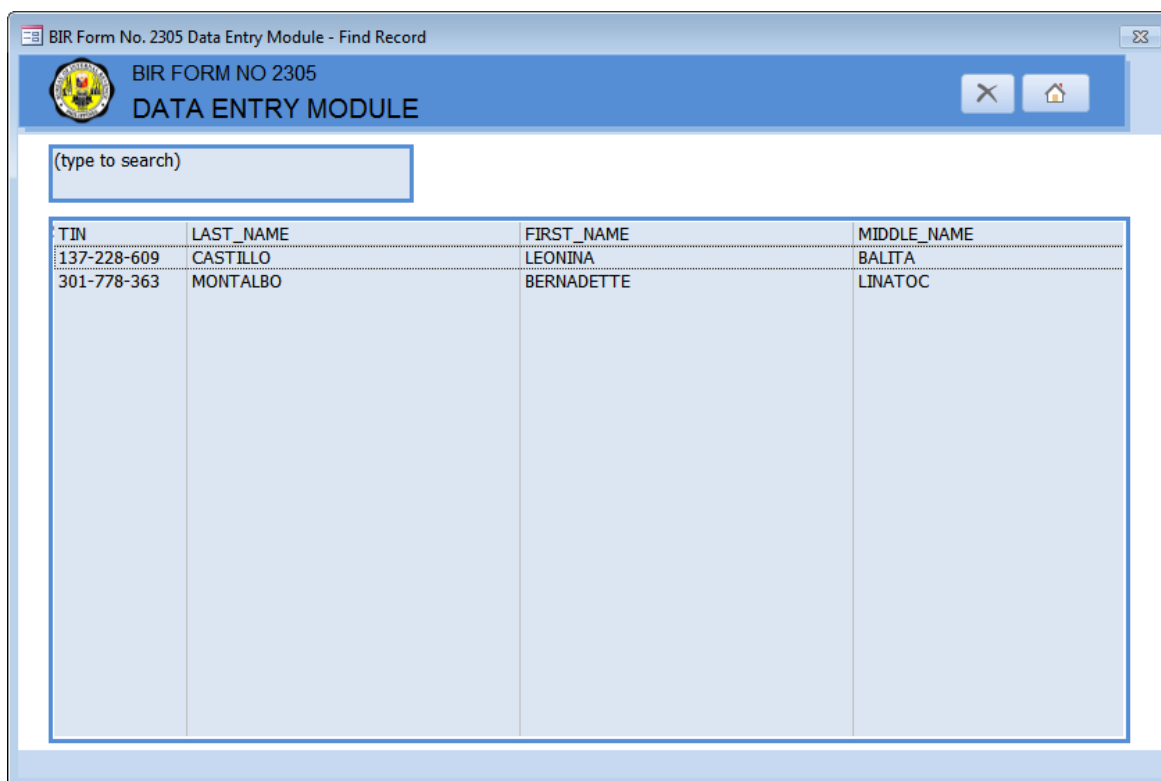


3. Click  button to save the employee record. Once the user complied with the validation rules, a popup screen will appear to inform that the employee information has been successfully saved.
4. Click <**OK**> and you will be redirected to the **Main Menu** screen.



K. Update Record

1. Click the **Update Record** button and the Find Record screen will appear.
2. Double click the record you wish to view and the employee record will appear.



TIN	LAST_NAME	FIRST_NAME	MIDDLE_NAME
137-228-609	CASTILLO	LEONINA	BALITA
301-778-363	MONTALBO	BERNADETTE	LINATOC

BIR Form No. 2305 Data Entry Module - Update Record

**BIR FORM NO 2305
DATA ENTRY MODULE**

Type of Filer: **Employee** Effective Date: **07/04/2014**

Part 1 Taxpayer / Employer Information

Taxpayer Identification Number (TIN): **301-778-363 00000** RDO Code: **031**

Taxpayer's Name: **MONTALBO** **BERNADETTE** **LINATOC**
(Last Name) (First Name) (Middle Name) (Suffix)

Gender: **Female**

Date of Birth: **02/08/1981** Place of Birth: **LIPA CITY, BATANGAS**

Mother's Maiden Name: **BARBARA PACIA** Father's Name: **ESTEBAN LINATOC**

Citizenship: **FILIPINO** Other Citizenship:

Identification Details (e.g. passport, government issued ID, company ID, etc.):
SSS: **33-9382255-5**
(Type) (Number) (Effective Date) (Expiry Date)
(Issuer) (Place/Country of Issue)

Preferred Contact Type:
(Phone Number) (Mobile Number) (Fax Number) **bmontalbo@yahoo.com** (Email Address)

Local Residence Address:
(Lot#/Blk.#/Phase/House#/Unit/Room/Floor/Bldg#/Sub Street) **BALINTAWAK ST.**
(Building Name/Street Name/Subdivision/Village/Zone)
SAN NICOLAS **LIPA CITY** **BATANGAS** **3022**
(Barangay) (Municipality/City/District) (Province) (Zip Code)

Foreign Address:
Country:

Part 2 Personal Exemptions

- If there are multiple records, user can search by TIN, last name, first name and middle name.

BIR Form No. 2305 Data Entry Module - Find Record

**BIR FORM NO 2305
DATA ENTRY MODULE**

montalbo

TIN	LAST_NAME	FIRST_NAME	MIDDLE_NAME
301778363	MONTALBO	BERNADETTE	LINATOC

4. User can also update Part 5 of the form by clicking [Click here to update employer information](#) button, in case changes in employer information has been made in the Maintain Employer Info menu.

BIR Form No. 2305 Data Entry Module - Update Record

BIR FORM NO 2305
DATA ENTRY MODULE

Part 4 For Employee With Two of More Employers (Multiple Employment) Within Calendar Year

Type of Multiple Employments

Name of Employer /s	TIN of Employer /s
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Part 5 Employer Information [Click here to update employer information](#)

TIN 301-778-362 00000 RDO Code 031

Employer's Name (Non-Individual) ELVIS GOLDEN TOWER

Employer's Name (Individual)

(Last Name)	(First Name)	(Middle Name)	(Suffix)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registered Address

(Lot#/Blk#/Phase/House#/Unit/Room/Floor/Bldg#/Sub Street)	(Building Name/Street Name/Subdivision/Village/Zone)
<input type="text"/> SAN GABRIEL	<input type="text"/> STA. MARIA
<input type="text"/> (Barangay)	<input type="text"/> (Municipality/City/District)

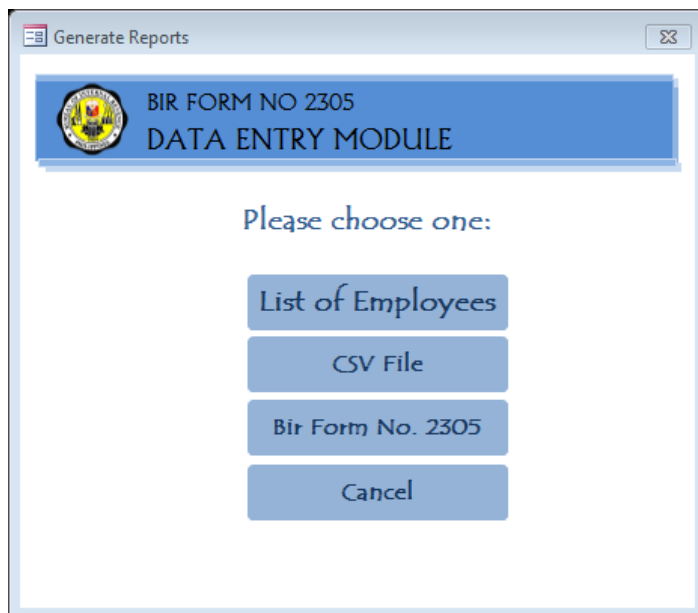
(Province)	(Zip Code)
<input type="text"/> BULACAN	<input type="text"/> 3022

Contact Number 0446410163

Relationship Start Date 04/11/2011 Effectivity Date of Exemption 07/04/2014

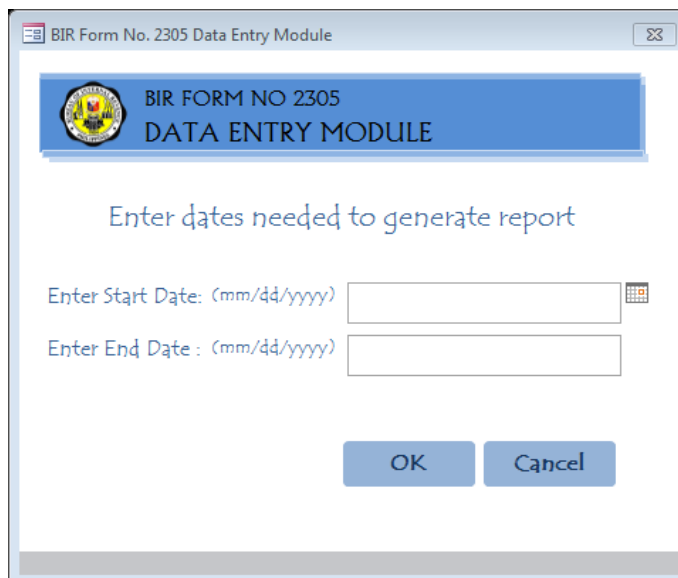
Date of Certification 06/18/2015

L. Generate Reports



The screenshot shows a window titled "Generate Reports" with a close button in the top right corner. Below the title bar is a blue header bar containing the BIR logo and the text "BIR FORM NO 2305 DATA ENTRY MODULE". The main area of the window displays the text "Please choose one:" followed by four stacked buttons: "List of Employees", "CSV File", "Bir Form No. 2305", and "Cancel".

L.1 List of Employees



The screenshot shows a window titled "BIR Form No. 2305 Data Entry Module" with a close button in the top right corner. Below the title bar is a blue header bar containing the BIR logo and the text "BIR FORM NO 2305 DATA ENTRY MODULE". The main area of the window displays the text "Enter dates needed to generate report". Below this text are two input fields: "Enter Start Date: (mm/dd/yyyy)" and "Enter End Date : (mm/dd/yyyy)". Each input field has a calendar icon to its right. At the bottom of the window are two buttons: "OK" and "Cancel".

1. Click the **List of Employees** button and a screen will popup asking for dates needed to generate a report.
2. Enter the **Start Date** and **End Date** (start and end dates refers to the period when new record of employees is added and/or updates the records of existing employees)
3. Click **<OK>**.


Note: An Alphalist of Employee's and Information Update consisting of five (5) pages will appear. Click each tab to view the information. Once the <Close Print Preview> is clicked, the user will be redirected to Log In Menu.

The screenshot shows the 'PRINT PREVIEW' window of BIR Form No. 2305. The window has a menu bar with 'FILE' and 'PRINT PREVIEW'. Below the menu bar is a toolbar with various icons for printing, margins, page setup, zoom, and data operations. The main content area displays a table titled 'ALPHALIST OF EMPLOYEE'S AND INFORMATION UPDATE'. The table has 11 columns: SEQ. NO., TYPE OF FILE, EFFECTIVE DATE, RDO CODE, TIN, LAST NAME, FIRST NAME, SUFFIX, MIDDLE NAME, DATE OF BIRTH, SEX, COMPLETE RESIDENCE ADDRESS, ZIP CODE, and CIVIL STATUS. The table contains three rows of data.

SEQ. NO.	TYPE OF FILE	EFFECTIVE DATE	RDO CODE	TIN	LAST NAME	FIRST NAME	SUFFIX	MIDDLE NAME	DATE OF BIRTH	SEX	COMPLETE RESIDENCE ADDRESS	ZIP CODE	CIVIL STATUS
(1)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(6D)	(7)	(8)	(9)	(10)	(11)
1	E	06/05/2001	S3n	859636859	MERCADO	DAISY		BRIONES	01/05/1975	F	LOT 1 PHASE 3 BRGY ORRERO	1238	M
2	E	01/01/1994	S3n	859636523	MORENO	MARIA		DOMINO	02/23/1962	F	HE TODAY QUEZON CITY NCR	8896	M
3	E	07/01/2015	S3n	858969858	ROBERT	JOSE	JR	STA MARIA	10/18/1969	M	414 MALAB ST PANDACAN	1252	M

L.2 CSV File

To generate csv report,

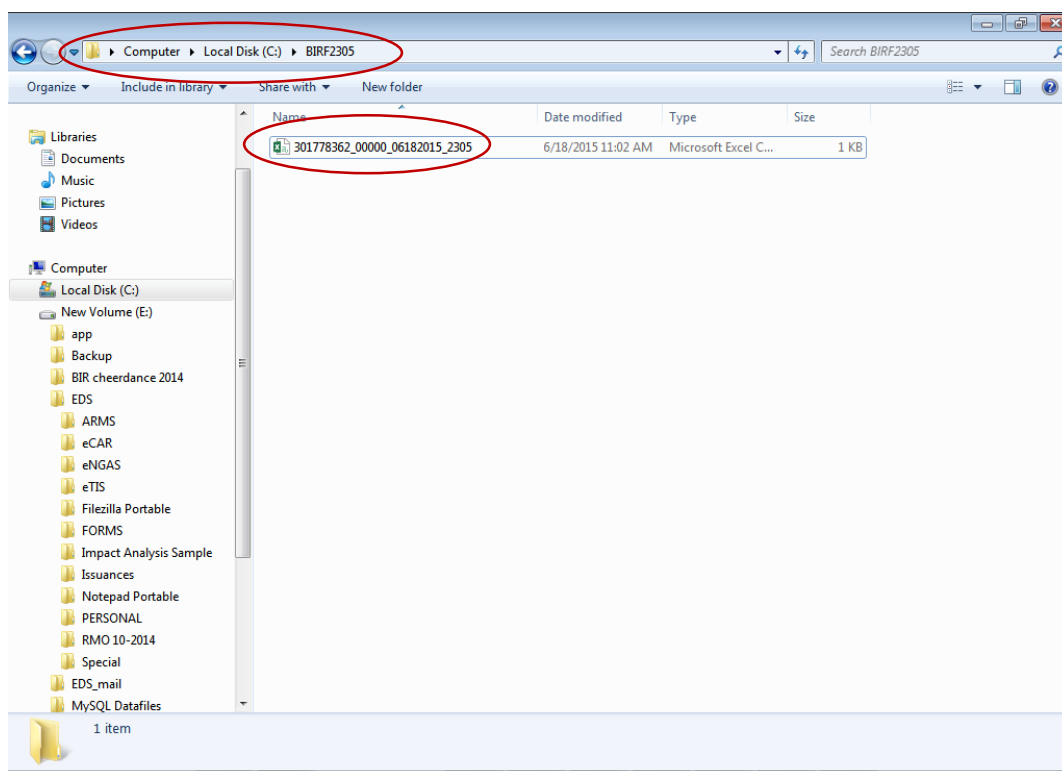
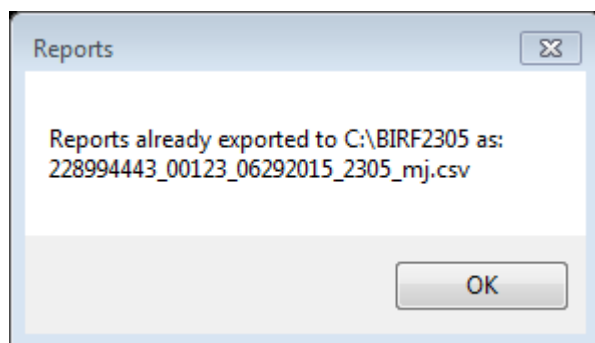
1. Click  button.
2. Enter the **Start Date** and **End Date**.
3. Click **<OK>**. A popup screen will appear indicating the location of the csv file.
4. Click **<OK>** to go back to the Main Menu.

NOTE: A folder named *BIRF2305* will be automatically created to drive C and all generated files (.csv) will be saved in this folder.

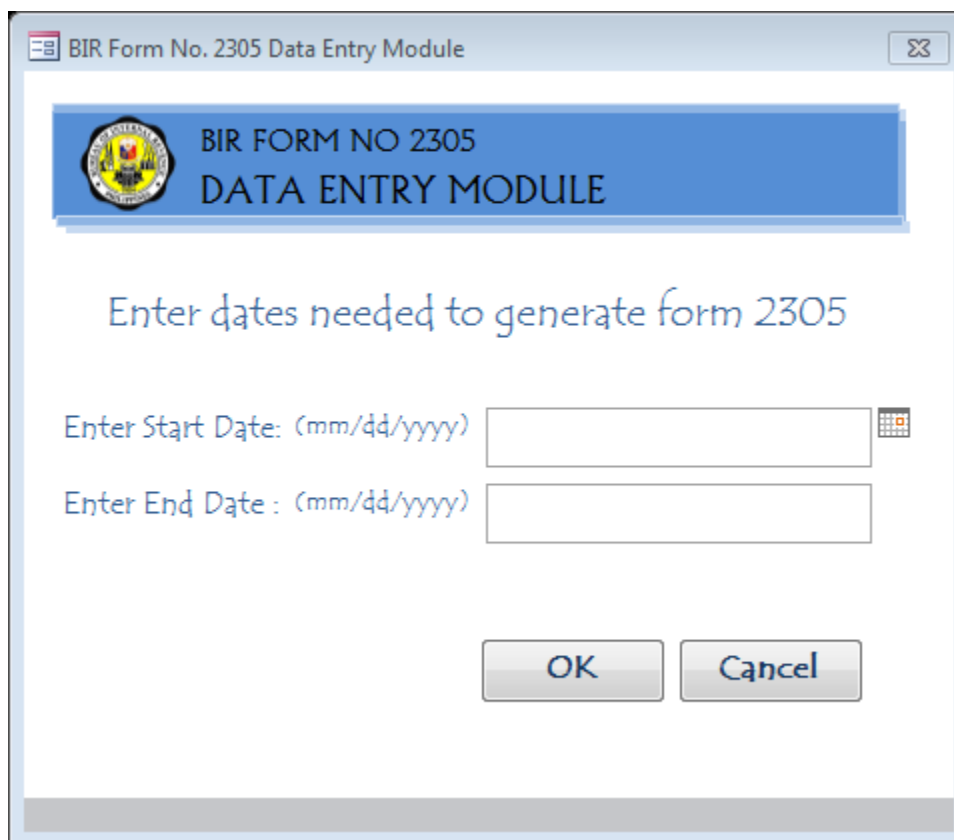
Filename Description:

999999999_99999_mmddyyyy_2305_xxx.csv

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	EMPLOYER_TIN	TEXT	9	999999999	Employer's TIN
2	BRANCH_CODE	TEXT	5	99999	Employer's Branch Code
3	REPORT_GENERATED_DATE	DATE	10	MMDDYYYY	Date when report was generated
4	FORM_TYPE_CODE	TEXT	4	2305	Form Type Code
5	USER_NAME	TEXT		xxxx	Login name



L.3 BIR Form No. 2305



The screenshot shows a software window titled "BIR Form No. 2305 Data Entry Module". Inside the window, there is a blue header bar with the BIR logo and the text "BIR FORM NO 2305 DATA ENTRY MODULE". Below the header, the text "Enter dates needed to generate form 2305" is displayed. There are two input fields: "Enter Start Date: (mm/dd/yyyy)" and "Enter End Date : (mm/dd/yyyy)". Each field has a small calendar icon to its right. At the bottom of the window, there are two buttons: "OK" and "Cancel".

To generate the printable BIR Form No. 2305,


1. Click  button.
2. Enter the **Start Date** and **End Date**.
3. Click **<OK>**.

Note: The printable BIR Form No. 2305 will appear.

Once the <Close Print Preview> is clicked, the user will be redirected to Log In Menu.

M. Maintain Employer Info

BIR Form No. 2305 Data Entry Module

 BIR FORM NO 2305
DATA ENTRY MODULE

Employer Type:

TIN:

Branch Code:

RDO Code:

Employer's Name: (Non Individual)

Employer's Name: (Individual)

<input type="text"/>	<input type="text"/>	<input type="text"/>
(Last Name)	(First Name)	(Middle Name)

Registered Address:

(Lots#/Block#/Phase/House#/Unit/Room/Floor/Bldg#/Sub Street)

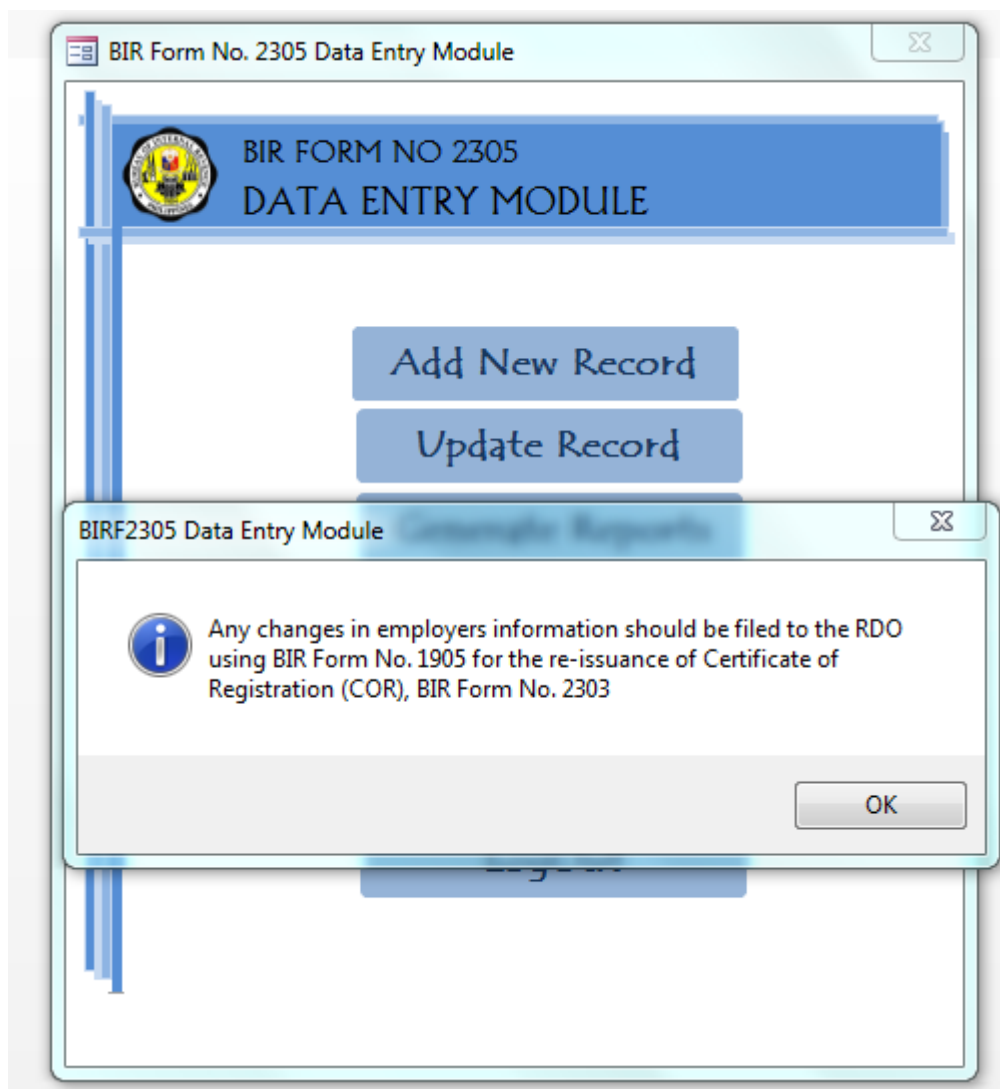
<input type="text" value="ELVIS GOLDEN TOWER"/>	<input type="text" value="SAN GABRIEL"/>
(Building Name/Street Name/Subdivision/Village/Zone)	(Barangay)

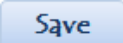
<input type="text" value="STA. MARIA"/>	<input type="text" value="BULACAN"/>	<input type="text" value="3022"/>
(Municipality/City/District)	(Province)	(Zip Code)

Contact Number:

To edit employer information,

1. Click button and the **Employer Info** screen will appear.
2. A notification message will appear informing the user of the effect of changing registration information.



3. Edit the necessary record.
4. Click  button.

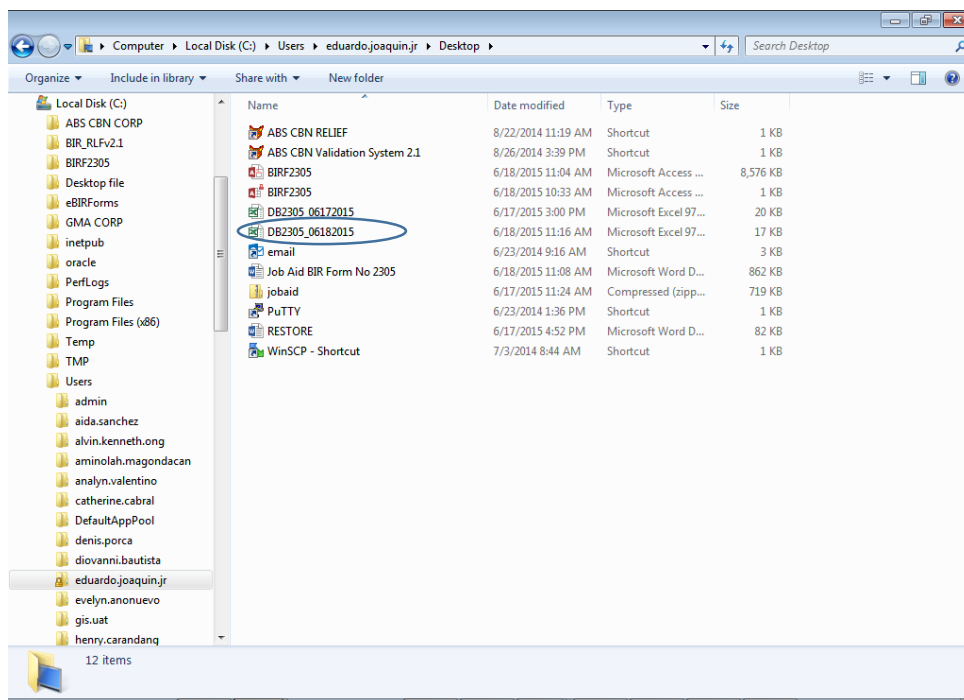
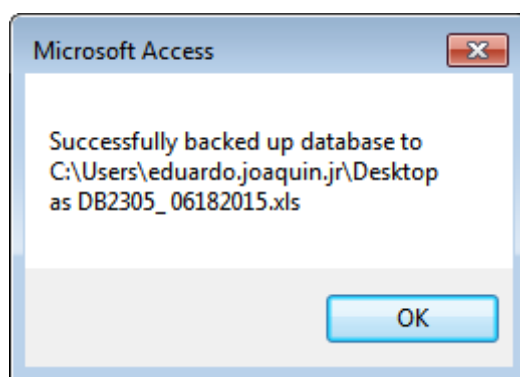
N. Backup Database

To backup database,

1. Click **Backup Database** button. A popup screen will appear indicating that the database has been successfully backed up.

NOTE:

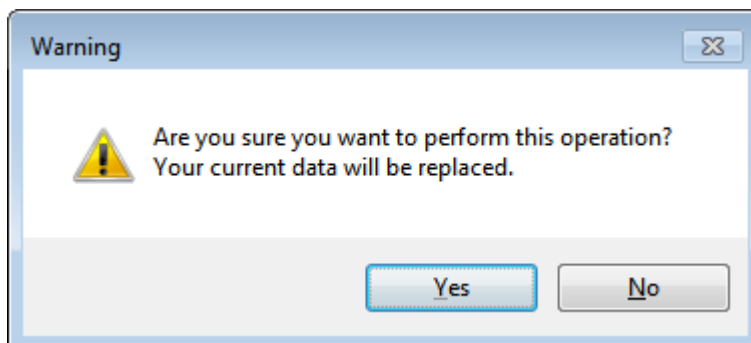
1. If new version of the 2305 Data Entry Module is to be installed, back up first the database.
2. The backed up database file will be automatically saved to the drive/folder where the BIRF2305 application is located.



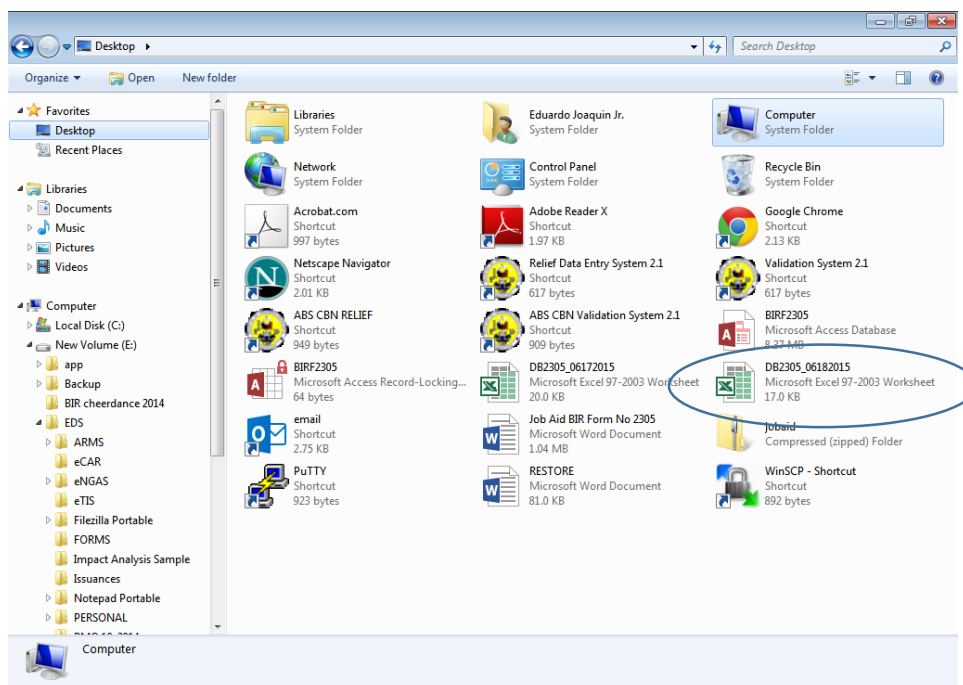
O. Restore Database

To restore database,

1. Click **Restore Database** button and a popup screen will appear confirming the request.




2. Click **<Yes>** and locate the backup database file to be restored.
- 3.



NOTE:

1. After installing new version of the 2305 Data Entry Module,
 - a. Do steps in F (Add New User) and G (Accessing the System).
 - b. Restore the database.

P. Log Out

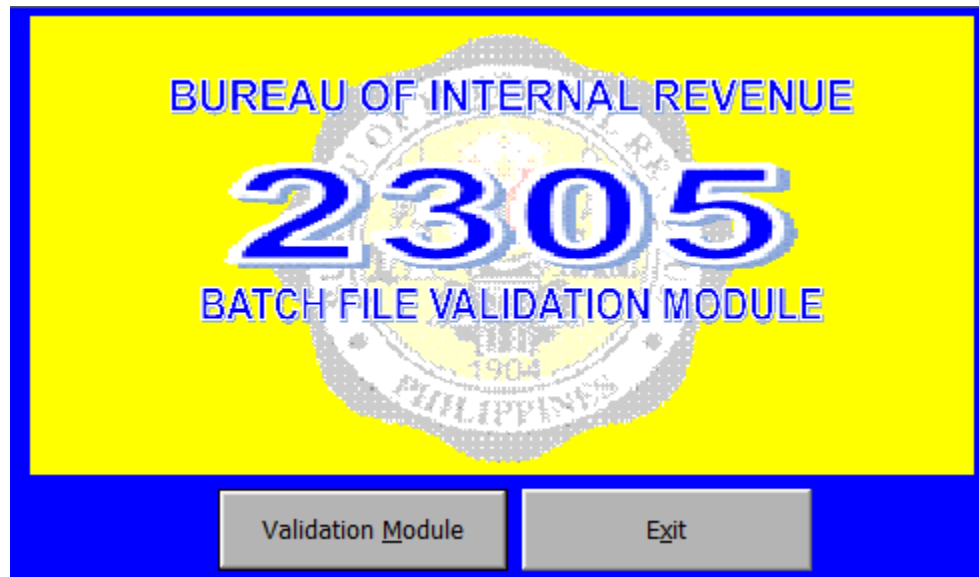
1. Click  button. User will be redirected to Log In screen

2305 BATCH FILE VALIDATION MODULE

1. Go to BIR Website, click Downloadables and download the program (BIRF2305.exe).
2. Create a folder (anywhere in your directory) and save the downloaded program.
3. Double click the BIRF2305.exe
Note: For your convenience, save your file to be validated (in .csv format) to the same folder where your program resides.

The Batch File Validation Module Screen

- ✚ This is the main form consisting of two (2) buttons, the Validation Module and the Exit button.



Buttons and Its Description:

- **Validation Module** – Clicking the Validation Module button or simply pressing the combination of Alt key and M (Alt + M) will redirect you to the validation window proper.

Notice that two (2) folders are automatically created to where your program is located:

- **Reports** – This folder holds all the output file (in .txt format) that will be the generated upon clicking the Validate File button.
- **Validated File** – This folder holds all the .csv files that have successfully passed the validation module. The .csv file will be automatically transferred/saved to this folder.
- **Exit** – Clicking the Exit button or simply pressing the combination of Alt key and x (Alt + x) will let you exit from the system.

The Validation Window Proper

- ✚ This form displays the list of directories and files stored in the directory. This is where file selection and validation is taking place.

Buttons and Its Description:

- **File Directory** – This is where your files/folder are saved. The default file directory is the location of your created folder where the BIRF2305 program is saved.
- **Filename** – Lists of all files saved in your created folder together with the BIRF2305 program.
- **File to Validate** – This textbox will show the exact address of the selected file subject for validation.
- **Validate File** – Clicking this button or simply pressing the combination of Alt key and V (Alt + V) will let the selected file be validated. A validation report in text format will be generated.
- **Cancel** – Clicking this button or simply pressing the combination of Alt key and C (Alt + C) will redirect you to the main form.

BIR FORM 2305 BATCH FILE VALIDATION MODULE

File to validate:

C:\Users\maricel.jose\Desktop\BIRF2305\Batch File Validation Module\147258369_00123_07102015_2305_celjInvalid.csv

File Directory

c: [SYSTEM]

- C:\
- Users
- maricel.jose
- Desktop
- BIRF2305
- Batch File Validation Module**
- Reports
- ValidatedFile

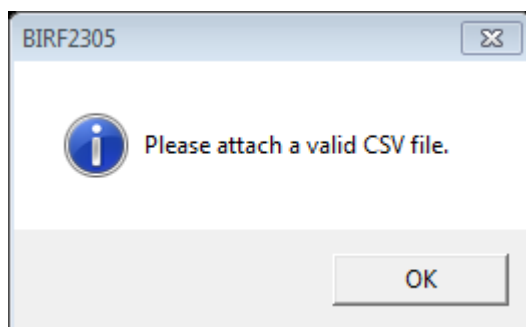
Filename

- 147258369_00123_07102015_2305_celjInvalid.csv**
- 147258369_00123_08112015_2305_celj.csv
- BIRF2305ValidationM.exe

Validate File Cancel

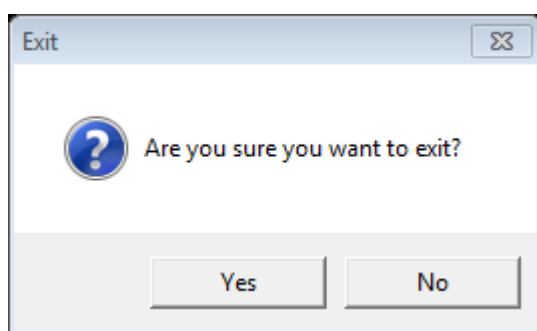
BIRF2305 Information Message

- This is the form to be displayed if no file was selected.



BIRF2305 Confirmation Message

- This is the form to be displayed after clicking Cancel button from the Main form.
- Clicking Yes button will automatically close the program.



File Format and File Structure of BIR Form No. 2305

- The following fields (in exact order) should be the content of the file to be validated.
- The filename should be saved in a comma delimited format (.csv format) using the following file naming convention:

WATIN_WABC_DATE_2305_USERNAME.CSV

WHERE:

FIELD_NAME	TYPE	DESCRIPTION
WATIN	VARCHAR2(9)	Withholding Agent's TIN
WABC	VARCHAR2(5)	Withholding Agent's Branch Code
DATE	MM/DD/YYYY	Date
FTYPECODE	VARCHAR2(6)	Form Type Code
USERNAME		Encoder's Name

FIELDS (IN EXACT ORDER)

Column	FIELD_NAME	TYPE/FORMAT	DEFAULT VALUE	DESCRIPTION
1	EXMPN_CERT_SEQ_NUM	NUMBER(15)		Sequence Number
2	EXMPN_CERT_VERSION	NUMBER(2)	0	Certificate Version
3	FORM_VERSION	NUMBER(4)	1	Form Version
4	FTYPE_CODE	VARCHAR2(6)	2305	Form type code
5	DLN	VARCHAR2(14)	(NULL)	Document Locator Number
6	EFFECTIVE_DATE	DATE (MM/DD/YYYY)		Effective Date of Exemption
7	FILING_REASON	VARCHAR2(1)	N	Filing Reason
8	FILING_DATE	DATE	(NULL)	Filing Date
9	TIN	VARCHAR2(9)		Employee's TIN
10	BRANCH_CODE	VARCHAR2(5)	00000	Employee's Branch Code
11	LAST_NAME	VARCHAR2(30)		Employee's Last Name
12	FIRST_NAME	VARCHAR2(30)		Employee's First Name
13	MIDDLE_NAME	VARCHAR2(30)		Employee's Middle Name
14	TP_TYPE	VARCHAR2(1)	Please refer to below List of Values (LOV)	Type of Filer
15	SIGNATURE_YN	VARCHAR2(1)	Y	Signature (Yes or No)
16	ATTACHMENT_YN	VARCHAR2(1)	Y	Attachment (Yes or No)
17	CIVIL_STATUS	VARCHAR2(1)	Please refer to below List of Values (LOV)	Employee's Civil Status
18	CLAIM_EXMPN_YN	VARCHAR2(1)	N	Claim for Additional Exemption (Yes or No)
19	ACTIVE_FLAG	VARCHAR2(1)	A	Active Flag
20	PROCESS_YN	VARCHAR2(1)	N	Process (Yes or No)
21	CREATED_BY	VARCHAR2(12)		User LogIn
22	DATE_CREATED	DATE (MM/DD/YYYY)	System Date	Date Encoded
23	RDO_CODE	VARCHAR2(3)		Employee's RDO Code
24	SUBSTREET	VARCHAR2(30)		Employee's Address (Substreet)
25	STREET	VARCHAR2(30)		Employee's Address (Street)
26	BARANGAY	VARCHAR2(30)		Employee's Address (Barangay)
27	DISTRICT	VARCHAR2(30)		Employee's Address (District)
28	CITY	VARCHAR2(30)		Employee's Address (City)
29	ZIP	VARCHAR2(12)		Employee's Address (Zip Code)
30	WA_TIN	VARCHAR2(9)		Withholding Agent's TIN
31	WA_BRANCH_CODE	VARCHAR2(5)		Withholding Agent's Branch Code
32	WA_RDO_CODE	VARCHAR2(3)		Withholding Agent's RDO Code
33	WA_FIRST_NAME	VARCHAR2(30)		Withholding Agent's First Name
34	WA_LAST_NAME	VARCHAR2(30)		Withholding Agent's Last Name
35	WA_MIDDLE_NAME	VARCHAR2(30)		Withholding Agent's Middle Name
36	WA_REGISTERED_NAME	VARCHAR2(60)		Withholding Agent's Registered Name
37	WA_SUBSTREET	VARCHAR2(30)		Withholding Agent's Address (Substreet)

38	WA_STREET	VARCHAR2(30)		Withholding Agent's Address (Street)
39	WA_BARANGAY	VARCHAR2(30)		Withholding Agent's Address (Barangay)
40	WA_DISTRICT	VARCHAR2(30)		Withholding Agent's Address (District)
41	WA_CITY	VARCHAR2(30)		Withholding Agent's Address (City)
42	WA_ZIP	VARCHAR2(12)		Withholding Agent's Address (Zip Code)
43	WA_SIGNATURE_YN	VARCHAR2(1)	Y	Withholding Agent Signature (Yes or No)
44	WA_CERT_DATE	DATE (MM/DD/YYYY)		Withholding Agent Date of Certification
45	SPS_EMPT_STATUS	VARCHAR2(1)	Please refer to below LOVs	Spouse's Employment Status
46	SPS_TIN	VARCHAR2(9)		Spouse's TIN
47	SPS_BRANCH_CODE	VARCHAR2(5)	00000	Spouse's Branch Code
48	SPS_LAST_NAME	VARCHAR2(30)		Spouse's Last Name
49	SPS_FIRST_NAME	VARCHAR2(30)		Spouse's First Name
50	SPS_MIDDLE_NAME	VARCHAR2(30)		Spouse's Middle Name
51	SPS_EMPR_TIN	VARCHAR2(9)		Employer's TIN of Spouse
52	SPS_EMPR_BRANCH_CODE	VARCHAR2(3)		Employer's Branch Code of Spouse
53	MULTI_EMPT_TYPE	VARCHAR2(1)	Please refer to below LOVs	Type of Multiple Employments
54	MAIN_EMPR_YN	VARCHAR2(1)	Y	Main Employer (Yes or No)
55	NUM_OF_DEPND	NUMBER(1)		Number of Dependents
56	FORM_STATUS	VARCHAR2(1)	(NULL)	Form Status
57	MODIFIED_BY	VARCHAR2(12)	(NULL)	Modified By
58	DATE_MODIFIED	DATE (MM/DD/YYYY)		Date Modified
59	NUM_OF_DEPND_CALC	NUMBER(1)	(NULL)	
60	UPDATE_REASON	VARCHAR2(50)	(NULL)	Reason for Updates
61	CIVIL_STATUS_CALC	VARCHAR2(1)	(NULL)	
62	EXMPN_CERT_SEQ_NUM	NUMBER(15)		Sequence Number
63	EXMPN_CERT_VERSION	NUMBER(2)	0	Certificate Version
64	LAST_NAME	VARCHAR2(30)		Dependent 1 – Last Name
65	FIRST_NAME	VARCHAR2(30)		Dependent 1 – First Name
66	MIDDLE_NAME	VARCHAR2(30)		Dependent 1 – Middle Name
67	BIRTH_DATE	DATE (MM/DD/YYYY)		Dependent 1 – Birthday
68	RELATIONSHIP_CODE	VARCHAR2(1)	C (if w/ dependent)	Relationship Code
69	INCAPACITATED_YN	VARCHAR2(1)	N	Mentally/Physically Incapacitated
70	ACTIVE_FLAG	VARCHAR2(1)	A	Dependent 1 – Active Flag
71	MODIFIED_BY	VARCHAR2(12)	(NULL)	Modified By
72	DATE_MODIFIED	DATE (MM/DD/YYYY)		Date Modified
73	ERROR_CODE	VARCHAR2(5)	(NULL)	
74	LAST_NAME	VARCHAR2(30)		Dependent 2 – Last Name

75	FIRST_NAME	VARCHAR2(30)		Dependent 2 – First Name
76	MIDDLE_NAME	VARCHAR2(30)		Dependent 2 – Middle Name
77	BIRTH_DATE	DATE (MM/DD/YYYY)		Dependent 2 – Birthday
78	RELATIONSHIP_CODE	VARCHAR2(1)	C (if w/ dependent)	Relationship Code
79	INCAPACITATED_YN	VARCHAR2(1)	N	Mentally/Physically Incapacitated
80	ACTIVE_FLAG	VARCHAR2(1)	A	Dependent 2 – Active Flag
81	MODIFIED_BY	VARCHAR2(12)	(NULL)	Modified By
82	DATE_MODIFIED	DATE (MM/DD/YYYY)		Date Modified
83	ERROR_CODE	VARCHAR2(5)	(NULL)	Error Code
84	LAST_NAME	VARCHAR2(30)		Dependent 3 – Last Name
85	FIRST_NAME	VARCHAR2(30)		Dependent 3 – First Name
86	MIDDLE_NAME	VARCHAR2(30)		Dependent 3 – Middle Name
87	BIRTH_DATE	DATE (MM/DD/YYYY)		Dependent 3 – Birthday
88	RELATIONSHIP_CODE	VARCHAR2(1)	C (if w/ dependent)	Relationship Code
89	INCAPACITATED_YN	VARCHAR2(1)	N	Mentally/Physically Incapacitated
90	ACTIVE_FLAG	VARCHAR2(1)	A	Dependent 3 – Active Flag
91	MODIFIED_BY	VARCHAR2(12)	(NULL)	Modified By
92	DATE_MODIFIED	DATE (MM/DD/YYYY)		Date Modified
93	ERROR_CODE	VARCHAR2(5)	(NULL)	Error Code
94	LAST_NAME	VARCHAR2(30)		Dependent 4 – Last Name
95	FIRST_NAME	VARCHAR2(30)		Dependent 4 – First Name
96	MIDDLE_NAME	VARCHAR2(30)		Dependent 4 – Middle Name
97	BIRTH_DATE	DATE (MM/DD/YYYY)		Dependent 4 – Birthday
98	RELATIONSHIP_CODE	VARCHAR2(1)	C (if w/ dependent)	Relationship Code
99	INCAPACITATED_YN	VARCHAR2(1)	N	Mentally/Physically Incapacitated
100	ACTIVE_FLAG	VARCHAR2(1)	A	Dependent 4 – Active Flag
101	MODIFIED_BY	VARCHAR2(12)	(NULL)	Modified By
102	DATE_MODIFIED	DATE (MM/DD/YYYY)		Date Modified
103	ERROR_CODE	VARCHAR2(5)	(NULL)	Error Code
104	SEX	VARCHAR2(1)	M – for Male F – for Female	Employee's Gender
105	PLACE_OF_BIRTH	VARCHAR2(30)		Employee's Place of Birth
106	MOTHER_NAME	VARCHAR2(30)		Employee's Mother's Name
107	FATHER_NAME	VARCHAR2(30)		Employee's Father's Name
108	CITIZENSHIP	VARCHAR2(3)		Employee's Citizenship
109	OTHER_CITIZENSHIP	VARCHAR2(3)		Employee's Other Citizenship
110	ID_TYPE	VARCHAR2(10)		Employee's Type of ID
111	ID_NUMBER	VARCHAR2(30)		Employee's ID Number
112	ID_ISSUER	VARCHAR2(60)		Issuer of Employee's ID
113	ID_EFFECTIVE_DATE	DATE (MM/DD/YYYY)		Effective Date of Employee's ID

114	ID_EXPIRY_DATE	DATE (MM/DD/YYYY)		Expiry Date of Employee's ID
115	ID_PLACE_ISSUE	VARCHAR2(30)		Place Issued of Employee's ID
116	PHONE_NUMBER	VARCHAR2(50)		Employee's Phone Number
117	MOBILE_NUMBER	VARCHAR2(50)		employee's Mobile Number
118	FAX_NUMBER	VARCHAR2(50)		Employee's Fax Number
119	EMAIL_ADDRESS	VARCHAR2(50)		Employee's Email Address
120	FOREIGN_ADDRESS	VARCHAR2(60)		Employee's Foreign Address
121	WA_CONTACT_NUMBER	VARCHAR2(50)		Employer's Contact Number
122	RELATIONSHIP_START_DATE	DATE (MM/DD/YYYY)		Relationship Start Date
123	COUNTRY	VARCHAR2(60)		Employee's Country
124	DATE_MODIFIED_REPORT	DATE (MM/DD/YYYY)		Date Modified Report

LIST OF VALUES (LOVs)

14 TP_TYPE

VALUE	DESCRIPTION
1	Employed
2	Self-employed

17 CIVIL_STATUS

VALUE	DESCRIPTION
S	Single
M	Married
W	Widow/Widower

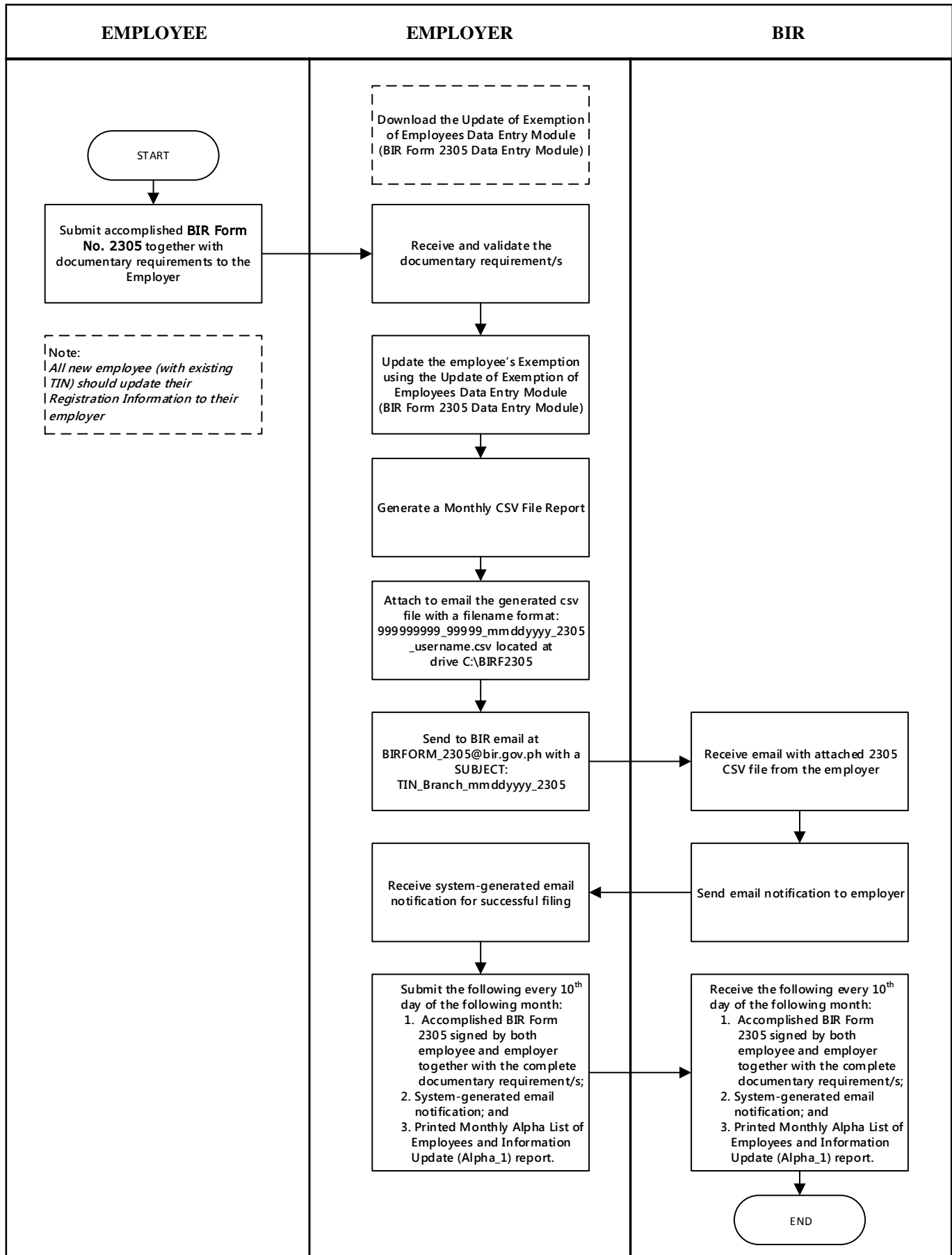
45 SPS_EMPT_STATUS

VALUE	DESCRIPTION
1	Unemployed
2	Employed Locally and Husband claims additional exemption
3	Employed Locally and Wife claims additional exemption
4	Engaged in Business and Husband claims additional exemption
5	Engaged in Business and Wife claims additional exemption
6	Employed Abroad

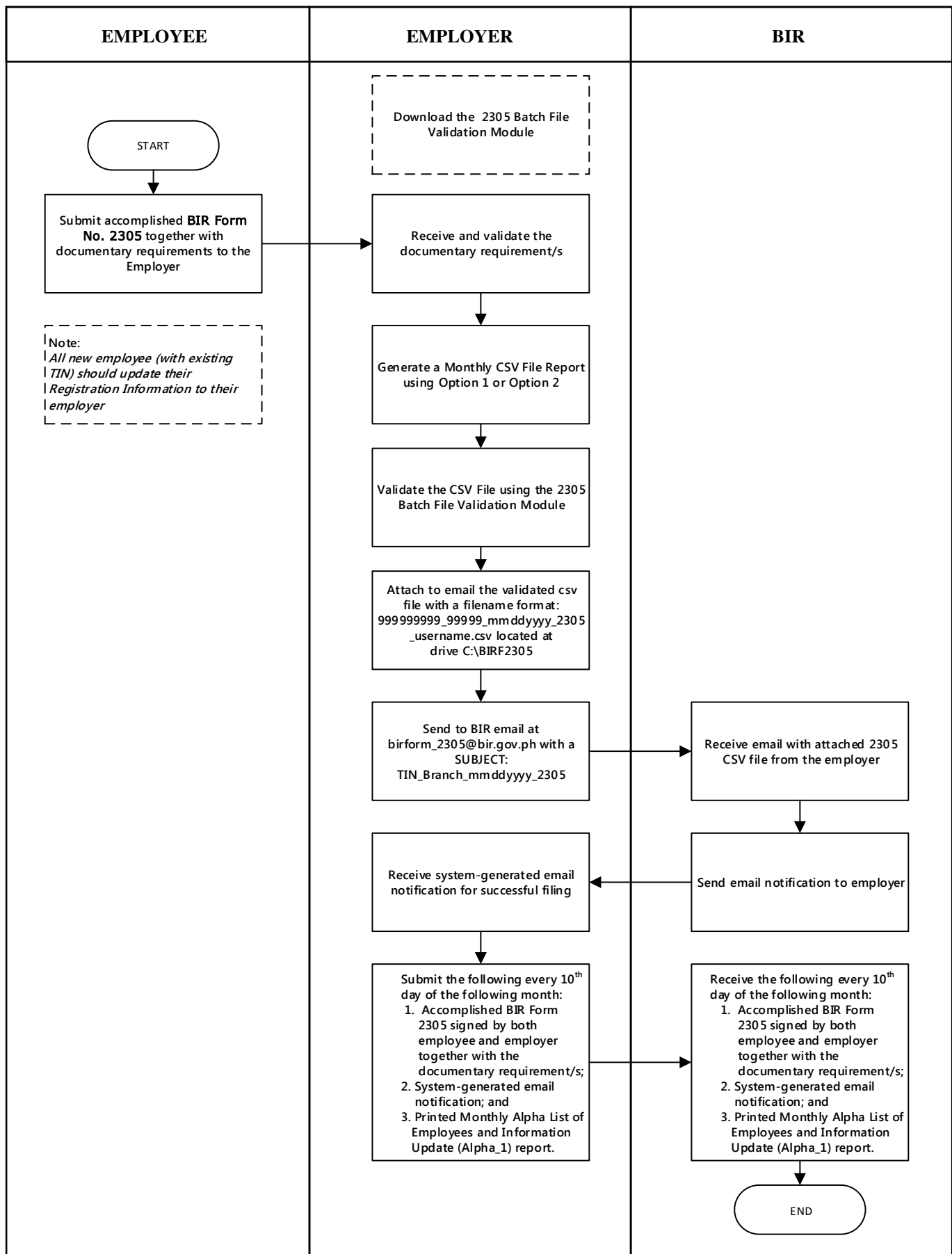
53 MULTI_EMPT_TYPE

VALUE	DESCRIPTION
C	Concurrent Employments
S	Successive Employments

FILING OF BIR FORM 2305 USING DATA ENTRY MODULE PROCESS FLOW



FILING OF BIR FORM 2305 USING BATCH FILE VALIDATION MODULE PROCESS FLOW



Juan Dela Cruz <juan.delacruz@gmail.com>
Tue, June 30, 2015 at 3:00 PM

This confirms the receipt of the BIR Form 2305 CSV File subject to BIR validation:

Please print this e-mail and submit together with the accomplished and signed BIR Form 2305 including the documentary requirement/s to the Large Taxpayer Division or Revenue District Office concerned on or before the 10th day of the following month.

This is a system-generated email. Please do not reply.

Bureau of Internal Revenue

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ANNEX F

FILE

PRINT PREVIEW

Print

Size

Margins

Show Margins

Print Data Only

Portrait

Landscape

Columns

Page Setup

Zoom

One Page

Two Pages

More Pages

Refresh All

Excel

Text File

PDF or XPS

Email

More

Close Print Preview

ALPHA_5

ALPHA_4

ALPHA_3

ALPHA_2

ALPHA_1

BIR Form No. 2305

ALPHALIST OF EMPLOYEE'S AND INFORMATION UPDATE

SEQ. NO	TYPE OF FILER	EFFECTIVE DATE	RDO CODE	TIN	EMPLOYEE'S NAME				DATE OF BIRTH	SEX	COMPLETE RESIDENCE ADDRESS	ZIP CODE	CIVIL STATUS
					LAST_NAME	FIRST_NAME	SUFFIX	MIDDLE NAME					
(1)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(6D)	(7)	(8)	(9)	(10)	(11)
1	E	06/05/2001	53b	859636859	MERCADO	DAISY		BRIONES	01/05/1975	F	LOT 1 PHASE 3 BRGY OBRERO	1238	M
2	E	01/01/1994	53b	859636523	MORBINO	MARIA		DOMINO	02/22/1982	F	HI TODAY QUEZON CITY NCR	8596	M
3	E	07/01/2015	53b	858969858	ROBERT	JOSE	JR	STA MARIA	10/18/1989	M	414 MALAKI ST PANDACAN	1252	M