

## Annex "C"

**The following additional work-around procedures shall be adopted by all eFPS filers,** until the enhanced BIR Form Nos. 1701 and 1700 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: 123456789000123120121701

Where:

123456789 is the TIN  
000 is the BRANCH CODE  
12312012 is the RETURN PERIOD  
1701 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: 123456789000123120121701SHEET03

Where:

123456789 is the TIN  
000 is the BRANCH CODE  
12312012 is the RETURN PERIOD  
1701 is the FORM NO  
03 is the third additional SHEET attached to the form

**For the mandatory attachment, use the NAMING CONVENTION as follows:**

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

Example: 123456789000123120121701MAT01

Where:

123456789 is the TIN  
000 is the BRANCH CODE  
12312012 is the RETURN PERIOD  
1701 is the FORM NO  
MAT is the ATTACHMENT CODE  
01 is the first attachment SHEET attached to the form

3. Compress each file using ZIP compressor application in preparation for the online e filing and epayment. The filename shall have an extension of ".zip".
4. Login to eFPS facility in the BIR website.
5. Select the appropriate BIR form (e.g. 1701, 1700), then "Choose On line".
6. Indicate the taxable year 2012.

7. The following MUST be entered:

- Alphanumeric Tax Code (ATC)
- Tax Payable/(Overpayment) described below:

<b>BIR Form No.</b>	<b>Enter Amount in LINE No. under the old form (July 2008 ENCS)</b>	<b>Based on LINE No. under the enhanced form (November 2011 ENCS)</b>
1700	28A, 28B	37A, 37B
1701	41A, 41B	36A, 36B

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.