



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

Application for Registration

BIR Form No.

1904

July 2021 (ENCS)

**Taxpayer and Person Registering under E.O. 98
(Securing a TIN to be able to transact with any government office) and Others**

TIN to be issued (To be filled out by BIR) **0 0 0 0 0**

Fill in all applicable white spaces. Mark all appropriate boxes with an "X"

1 Date of Registration (MM/DD/YYYY)	2 PhilSys Card Number (PCN) (If Applicable)	3 RDO Code (To be filled out by BIR)
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Part I – Taxpayer Information

4 Taxpayer Type

<input type="checkbox"/> E.O. 98 (Filipino Citizen)	<input type="checkbox"/> One-Time Transaction – Foreign National
<input type="checkbox"/> E.O. 98 (Foreign National)	<input type="checkbox"/> Passive Income Earner Only
<input type="checkbox"/> One-Time Transaction – Filipino Citizen	<input type="checkbox"/> Estate (Non-Business)

5 Foreign TIN (if any)	6 Country of Residence, if applicable
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7 Taxpayer's Name

7A (If Individual) (Last Name) (First Name) (Middle Name) (Suffix) (Nickname)

7B (If Non-Individual) (Registered Name)

7C [If ESTATE, ESTATE of (First Name, Middle Name, Last Name, Suffix)] [If TRUST, FAO: (First Name, Middle Name, Last Name, Suffix)]

8 Date of Birth/Organization (MM/DD/YYYY)	9 Place of Birth
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10 Local Residence Address

Unit/Room/Floor/Building No.	Building Name/Tower	Lot/Block/Phase/House No.	Street Name
Subdivision/Village/Zone	Barangay	Town/District	
Municipality/City	Province	ZIP Code	

11 Principal Foreign Address, if applicable (Indicate complete foreign address)	12 Municipality Code (To be filled out by BIR)
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13 Date of Arrival in the Philippines (MM/DD/YYYY)	14 Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	15 Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Legally Separated
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16 Spouse TIN	17 Spouse Name (Last Name, First Name, Middle Name, Suffix)
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18 Contact Number (Landline/Mobile No.)	19 Official Email Address
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20 Mother's Maiden Name (First Name, Middle Name, Last Name, Suffix)	21 Father's Name (First Name, Middle Name, Last Name, Suffix)
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22 Identification Details [government issued ID (e.g., passport, driver's license, etc.), company ID, etc.]

Type	Number	Effectivity Date (MM/DD/YYYY)	Expiry Date (MM/DD/YYYY)

Part II – Transaction Details

23 Purpose of TIN Application

<input type="checkbox"/> A Dealings with Banks	<input type="checkbox"/> B Dealings with Government Agencies	<input type="checkbox"/> C Tax Treaty Relief	<input type="checkbox"/> D Sale, Assignment and/or Disposal of Shares of Stock
<input type="checkbox"/> E Sale, Assignment and/or Disposal of Real Property/ies classified as Capital Asset	<input type="checkbox"/> F Sale, Assignment and/or Disposal of Real Property/ies classified as Ordinary Asset	<input type="checkbox"/> G Donation of Property/ies	<input type="checkbox"/> H Transfer of Property/ies by Succession (Death)
<input type="checkbox"/> I First Time Job Seeker	<input type="checkbox"/> J Others (specify) _____		

Part III – Withholding Agent/Accredited Tax Agent Information

24 Taxpayer Identification Number (TIN)	25 RDO Code
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26 Withholding Agent/Accredited Tax Agent's Name (If Individual, Last Name, First Name, Middle Name, Suffix)(If Non-Individual, Registered Name) (if different from taxpayer)

27 Registered Address (Sub-street, Building/Street, Barangay, City/Municipality, Province)

28 Contact Number (Landline/Mobile No.)	29 Official Email Address	27A ZIP Code
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30 Declaration

I declare, under the penalties of perjury, that this application 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 thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

Stamp of BIR Receiving Office
and Date of Receipt

TAXPAYER/AUTHORIZED REPRESENTATIVE
(Signature over Printed Name)

Title/Position of Signatory

Documentary Requirements:

FOR E.O. 98 – INDIVIDUAL (LOCAL)

1. Any government-issued ID (e.g., Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

Additional documents, if applicable:

1. Marriage Contract, for married female; (1 photocopy)
2. If transacting through a Representative:
- 2.1 Special Power of Attorney (SPA); (1 original)
- 2.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
3. For First Time Job Seeker –
Barangay Certification that the applicant is a resident of the barangay and is a First Time Job Seeker; (1 certified true copy)

FOR E.O. 98 – FOREIGN NATIONAL

1. Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)

Additional documents, if applicable:

1. If transacting through a Representative:
- 1.1 Apostollized Special Power of Attorney (SPA) or authenticated by the Philippine Embassy or Consulate General; (1 certified true copy, original for presentation)
- 1.2 Any government-issued ID of the authorized representative; (1 photocopy)
2. Employment contract or equivalent document indicating the duration of employment, compensation and other benefits, and scope of duties, if registering to the RDO of the employee's residence other than RDO No. 39 – South Quezon City.

FOR E.O. 98 – NON-INDIVIDUAL

1. Any Apostollized official documentation issued by an authorized government body (e.g., government agency (tax authority) thereof, or a municipality) that includes the name of the non-individual and the address of its principal office in the jurisdiction in which the non-individual was incorporated or organized (e.g., Articles of Incorporation, Certificate of Tax Residency); (1 certified true copy)

Additional documents, if applicable:

1. If transacting through a Representative:
- 1.1 Apostollized Board Resolution/Secretary's Certificate (or equivalent); (1 certified true copy, original for presentation)
- 1.2 Any government-issued ID of one of the signatory and authorized representative; (1 photocopy)

FOR ONETT – Transfer of Properties by Succession (Estate with No Proprietary Activities)

1. Death Certificate of decedent; (1 photocopy)
or
Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)

Additional documents, if applicable:

1. Marriage Contract, for married female; (1 photocopy)
2. If transacting through a Representative:
- 2.1 Special Power of Attorney (SPA); (1 original)
- 2.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)

FOR ONETT – Transfer by Gratuitous Title (DONATION)

- Sale, Assignment, Exchange, Mortgage, Purchase and/or Disposal of Shares of Stock and/or Real Estate Properties
- Claim of Winnings
- Claim of Winnings involving Personal Properties Subject to Registration
- Sale of Second-hand Vehicle

1. Any government-issued ID (e.g., Birth Certificate, passport, driver's license, Community Tax Certificate, PhilID) that shows the name, address and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy)

Additional documents, if applicable:

1. Marriage Contract, for married female; (1 photocopy)
2. If transacting through a Representative:
- 2.1 Special Power of Attorney (SPA); (1 original)
- 2.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)

POSSESSION OF MORE THAN ONE TAXPAYER IDENTIFICATION NUMBER (TIN) IS CRIMINALLY PUNISHABLE PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE OF 1997, AS AMENDED.