

Before an Offline eBIR Form can be filled up, User has to create a User Profile.

- 1) User can proceed to the **Offline eBIRForms Profile Page**.

- 2) Upon display of Profile Page, type in the **9 digits series Tax Identification Number (TIN)** on the boxes provided.

- 3) Select the appropriate **RDO Code** from the RDO Code dropdown list.

- 4) **Click the selected RDO code** to allow system to include it in information file.

BIR Form No. 1702-MX (Annual Income Tax Return)

- 5) Type in the specific **Line of Business**, refer to your Certificate of Registration (BIR Form No. 2303)

Line of Business:

FREIGHT FORWARDING

- 2) Enter details about **Registered Name**, refer to your Certificate of Registration (BIR Form No. 2303)

Taxpayer's Name (Last Name, First Name, Middle Name For Individual)
 Registered Name (For Non-Individual) :

E-KONEK PILIPINAS, INC.

- 3) Type in the **Registered Address, Zip Code and Contact Number**.

Registered Address:

Unit 32-A 32/F Poorville Towers, Sikatuna Village, Quezon City

Zip Code: 1100 Telephone Number: 444-12345678

- 4) On the eBIRForms screen, proceed to **List of BIR Forms** row.
- 5) From the List of BIR Forms row, **select the appropriate form to use**

List of BIR Forms:

(Please Select) ...

(Please Select) ...

BIR Form 1701 - Annual Income Tax Return

BIR Form 1702MX - Annual Income Tax Return (MIXED)

BIR Form 0605 - Payment Form

BIR Form 1500 - Monthly Remittance Return of Value-Added Tax and Other Percentage Taxes Withheld

BIR Form 1600WP - Remittance Return of Percentage Tax on Winnings and Prizes ...

BIR Form 1601C - Monthly Remittance Return of Income Taxes Withheld on Compensation

BIR Form 1601E - Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)

BIR Form 1601F - Monthly Remittance Return of Final Income Tax Withheld

BIR Form 1602 - Monthly Remittance Return of Final Income Taxes Withheld

BIR Form 1603 - Quarterly Remittance Return of Final Income Taxes Withheld

BIR Form 1604CF - Annual Information Return of Income Taxes Withheld on Compensation

BIR Form 1604E - Annual Information Return of Creditable Income Taxes Withheld

BIR Form 1606 - ONETT Withholding Tax Return

BIR Form 1700 - Annual Income Tax Return

BIR Form 1702EX - Annual Income Tax Return(EXEMPT)

- 6) Click on the preferred form to use

List of BIR Forms:

BIR Form 1702MX - Annual Income Tax Return (MIXED)

- 7) When the chosen form appears on the list box

List of BIR Forms:

BIR Form 1702MX - Annual Income Tax Return (MIXED)

Fill-up

- 8) **Click the Fill-up button** to enable full-image display of the form.

Fill-up

BIR Form No. 1702-MX (Annual Income Tax Return)

9) System will now display full image of the chosen BIR form.

For BIR Use Only BCS/Item

1702-MX06/13P1

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Annual Income Tax Return
For Corporation, Partnership and Other Non-Individual
with MIXED Income Subject to Multiple Income Tax Rates or
with Income Subject to SPECIAL/PREFERENTIAL RATE
*Enter all required information in CAPITAL LETTERS using BLACK ink. Mark applicable boxes with an "X".
Two copies MUST be filed with the BIR and one held by the taxpayer.*

BIR Form No. **1702-MX**
June 2013
Page 1

1 For Calendar Fiscal

2 Year Ended (MM/YYYY) 12 / 2013

3 Amended Return? Yes No

4 Short Period Return? Yes No

5 Alphanumeric Tax Code (ATC) IC 010 - In General

6 Taxpayer Identification Number (TIN) 888 - 888 - 888 - 0000

7 RDO Code 008

8 Date of Incorporation/Organization (MM/DD/YYYY)

9 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS) E-KONEK PILIPINAS, INC.

10 Registered Address (Indicate complete registered address) JUNIT 6D WASHINGTON TOWER, ASIAWORLD CITY, E. AGUINALDO BLVD., TAMBO, PARAÑAQUE CITY, PHILIPPINES

11 Contact Number 123

12 Email Address

13 Main line of Business TEST

14 PSIC Code

15 Method of Deductions Itemized Deductions [Section 34 (A-J), NIRC]

Part II - Total Tax Payable (Do NOT enter Centavos)

16 Total Income Tax Due (From Part V Item 37D) 0

17 Less: Total Tax Credits/Payments (From Part V Item 38D) 0

18 Net Tax Payable (Overpayment) (Item 16 Less Item 17) 0

19 Add: Total Penalties (From Part V Item 43) 0

20 TOTAL AMOUNT PAYABLE (Overpayment) (Sum of Items 18 & 19) or (From Part V Item 44) 0

21 If Overpayment, mark "X" one box only (Once the choice is made, the same is irrevocable)

10) In filling up the whole form, proceed to **Field No. 1** to click the appropriate **year for the tax return**

 Calendar Fiscal"/>

11) Go to Field No. 2 and **fill up specific Month and Year Ended**

12) Go to Field No. 3, select if form to file is **Amended Return or not**

 Yes No"/>

13) Proceed to Field No. 4 to select if form to file is **Short Period Return or not**

 Yes No"/>

BIR Form No. 1702-MX (Annual Income Tax Return)

- 14) Go to Field No. 5 to determine specific type of **Alphanumeric Tax Code (ATC)**

5 Alphanumeric Tax Code (ATC)

IC 055—Minimum Corporate Income Tax (MCIT)

IC 055 - Minimum Corp Income Tax

- 15) Go to Field No. 7 to select **appropriate RDO Code**

7 RDO Code

- 16) Proceed to Field No. 12 and type in current **email address**

12 Email Address

- 17) Proceed to Field No. 14 to enter specific **PSIC Code**, refer to your Certificate of Registration or www.bir.gov.ph

14 PSIC Code

- 18) Enter details that will validate **Tax Filer identity** on Field Nos. 22 to 25

Title of Signatory Number of pages filed

22 Community Tax Certificate (CTC) Numbers/SEC Reg No. **23** Date of Issue (MM/DD/YY) / /

24 Place of Issue **25** Amount, if CTC

- 19) Enter necessary **Details of Payment** on Field Nos. 26 to 29

Part III - Details of Payment				
Details of Payment	Drawee Bank/ Agency	Number	Date(MM/DD/YYYY)	Amount
26 Cash/Bank Debit Memo	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> 0
27 Check	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> 0
28 Tax Debit Memo	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> 0
29 Others(Specify Below)	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> 0
Machine Validation/Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)			Stamp of receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)	

- 20) **Click the Next** button to proceed to adjoining page

BIR Form No. 1702-MX (Annual Income Tax Return)

- 21) Proceed to Field No. 30 to determine if there is valid basis for declaring **Tax Relief or not** by clicking on the box provided

Part IV - Basis of Tax Relief

30 Basis of Tax Relief under Special Law or International Tax Treaty If there are **more than one activity/program** under EXEMPT and SPECIAL Tax Regimes, use as many Mandatory Attachments per Activity (Part VIII) as necessary and mark the box at the left.

If there is **only one activity/program** under EXEMPT and SPECIAL Tax Regimes, fill up spaces below.

- 22) If User clicked the box, system will display a message

Please select the type of Tax Regime for the attachments to be added. This will add 2 of the selected attachments that must be filled up.

- 23) User must choose from between the two options given

- 24) Field Nos. 31 to 36 must be filled to **determine any additional exemption or not**, if applicable

	A Exempt	B Special Rate	C Special Tax Relief (Under Regular/Normal Rate)
31 Investment Promotion Agency (IPA)/ Implementing Government Agency	31A <input type="text"/>	31B <input type="text"/>	31C <input type="text"/>
32 Legal Basis	32A <input type="text"/>	32B <input type="text"/>	32C <input type="text"/>
33 Registered Activity/Program (Reg. No.)	33A <input type="text"/>	33B <input type="text"/>	33C <input type="text"/>
34 Special Tax Rate	0.00 %		
35 From (MM/DD/YYYY)	35A <input type="text"/>	35B <input type="text"/>	35C <input type="text"/>
36 To (MM/DD/YYYY)	36A <input type="text"/>	36B <input type="text"/>	36C <input type="text"/>

- 25) Go to Field No. 37 for **Computation of Amount Payable per Tax Regime**

Part V - Computation of Amount Payable per Tax Regime

Description	A. Total Exempt	B. Total Special	C. Total Regular	D. Total All Columns
37 TOTAL INCOME TAX DUE (OVERPAYMENT) <i>(From Schedule 1 Item 16B/16C/16D) (To Part II Item 16)</i>	37A <input type="text" value="0.00"/>	37B <input type="text" value="0"/>	37C <input type="text" value="0"/>	37D <input type="text" value="0"/>

- 26) Go to Field Nos. 40 to 42 to determine if there **Penalties**

Add Penalties

40 Surcharge	0
41 Interest	0
42 Compromise	0

- 27) Proceed to Field Nos. 45 to 51 to enter details on **External Auditor/Authorized Tax Agent**

Part VI - Information - External Auditor/Accredited Tax Agent

45 Name of External Auditor/Accredited Tax Agent	46 TIN <input type="text"/>
47 Name of Signing Partner (If External Auditor is a Partnership)	48 TIN <input type="text"/>
49 BIR Accreditation No.	50 Issue Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>
	51 Expiry Date (MM/DD/YYYY)
	<input type="text"/>

- 28) **Click the Next** button to proceed to adjoining page

29) Proceed to **Schedule 3 – Sales/Revenues/Receipts/Fees** and enter details on spaces provided, if applicable

Schedule 3 - Sales/Revenues/Receipts/Fees		A. Total Exempt	B. Total Special	C. Total Regular
1	Sale of Goods/Properties	0	0	0
2	Sale of Services	0	0	0
3	Lease of Properties	0	0	0
4	Total (Sum of Items 1 to 3)	0	0	0
5	Less: Sales Returns/Discounts	0	0	0
6	Net Sales/Revenues/Receipts/Fees <i>(Item 4 Less Item 5) (To Schedule 1 Item 1)</i>	0	0	0

30) Proceed to **Schedule 3A – Cost of Sales (for those engaged in Trading)** and enter details on spaces provided, if applicable

Schedule 3A - Cost of Sales <i>(For those engaged in Trading)</i>		A. Total Exempt	B. Total Special	C. Total Regular
1	Merchandise Inventory, Beginning	0	0	0
2	Add: Purchases of Merchandise	0	0	0
3	Total Goods Available for Sale <i>(Sum of Items 1 & 2)</i>	0	0	0
4	Less: Merchandise Inventory, Ending	0	0	0
5	Cost of Sales <i>(Item 3 Less Item 4) (To Item 27)</i>	0	0	0

31) Proceed to **Schedule 3B – Cost of Sales (for those engaged in Manufacturing)** and enter details on spaces provided, if applicable

Schedule 3B - Cost of Sales <i>(For those engaged in Manufacturing)</i>		A. Total Exempt	B. Total Special	C. Total Regular
6	Direct Materials, Beginning	0	0	0
7	Add: Purchases	0	0	0
8	Materials Available for Use <i>(Sum of Items 6 & 7)</i>	0	0	0
9	Less: Direct Materials, Ending	0	0	0
10	Raw Materials Used <i>(Item 8 Less Item 9)</i>	0	0	0
11	Direct Labor	0	0	0
12	Manufacturing Overhead	0	0	0
13	Total Manufacturing Cost <i>(Sum of Items 10 to 12)</i>	0	0	0
14	Add: Work in Process, Beginning	0	0	0
15	Less: Work in Process, Ending	0	0	0

32) Proceed to **Schedule 3C – Cost of Services (for those engaged in Services)** and enter details on spaces provided, if applicable

Schedule 3C - Cost of Services <i>(For those engaged in Services, indicate only those directly incurred or related to the gross revenue from rendition of services)</i>		A. Total Exempt	B. Total Special	C. Total Regular
20	Direct Charges - Salaries, Wages & Benefits	0	0	0
21	Direct Charges - Materials, Supplies & Facilities	0	0	0
22	Direct Charges - Depreciation	0	0	0
23	Direct Charges - Rental	0	0	0
24	Direct Charges - Outside Services	0	0	0
25	Direct Charges - Others	0	0	0

33) Click the **Next** button to proceed to adjoining page

34) Proceed to **Schedule 4 – Other Taxable Income not Subjected to Final Tax** and enter details on spaces provided, if applicable

Schedule 4 - Other Taxable Income not Subjected to Final Tax <i>(Attach additional sheet/s, if necessary)</i>		A. Total Exempt	B. Total Special	C. Total Regular
1	<input type="text"/>	0	0	0
2	<input type="text"/>	0	0	0
3	<input type="text"/> <i>(Add more...)</i>	0	0	0

35) Proceed to **Schedule 5 – Other Allowable Itemized Deductions** and enter details on spaces provided, if applicable

Schedule 5 - Ordinary Allowable Itemized Deductions <i>(Attach additional sheet/s, if necessary)</i>		A. Total Exempt	B. Total Special	C. Total Regular
1	Advertising and Promotions			
	Amortizations <i>(Specify on Items 2, 3 & 4)</i>			
2	<input type="text"/>			
3	<input type="text"/>			
4	<input type="text"/> <i>(Add more...)</i>	0	0	0
5	Bad Debts			
6	Charitable Contributions			
7	Commissions			
8	Communication, Light and Water			
9	Depletion			
10	Depreciation			
11	Director's Fees			
12	Fring Benefits			
13	Fuel and Oil			
14	Insurance			
15	Interest			

36) Click the **Next** button to proceed to adjoining page

37) Proceed to **Schedule 6 – Special Allowable Itemized Deductions** and enter details on spaces provided, if applicable

Schedule 5 - Ordinary Allowable Itemized Deductions <i>(Continued from Previous Page)</i>		A. Total Exempt	B. Total Special	C. Total Regular
Others <i>(Specify below; Add additional sheet/s, if necessary)</i>				
36	<input type="text"/>	0	0	0
37	<input type="text"/>	0	0	0
38	<input type="text"/>	0	0	0
39	<input type="text"/>	0	0	0

38) Proceed to **Schedule 7 – Computation of Net Operating Loss Carry Over (NOLCO)** and enter details on spaces provided, if applicable

Schedule 7 Computation of Net Operating Loss Carry Over (NOLCO) <small>[only for those taxable under Sec.27(A to C); Sec.28(A) (A)(1)&(A)(6)(b)]</small>			
1	Gross Income		0
2	Less: Total Deductions Exclusive of NOLCO & Deduction Under Special Law		0
3	Net Operating Loss <small>(Item 1 Less Item 2) (To Schedule 7A)</small>		0
Schedule 7A Computation of Available Net Operating Loss carry Over (NOLCO)			
Net Operating Loss		B) NOLCO Applied Previous Year	
Year Incurred	A) Amount		
4	0	0	
5	0	0	
6	0	0	
7	0	0	
Continuation of Schedule 7A <small>(Items numbers continue from table above)</small>			
C) NOLCO Expired		D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied)
4	0	0	0
5	0	0	0
6	0	0	0
7	0	0	0
8	Total NOLCO <small>(Sum of Items 4D to 7D) (To Schedule 1 Item 8)</small>	0	0

39) Proceed to **Schedule 8 – Tax Credits/Payments** and enter details on spaces provided, if applicable

Schedule 8 - Tax Credits/Payments <small>(Attach proof)</small>		A. Total Exempt	B. Total Special	C. Total Regular
1	Prior Year's Excess Credits Other Than MCIT	0	0	0
2	Income Tax Payments under MCIT from Previous Quarter/s	0	0	0
3	Income Tax Payments under Regular/Normal Rate from Previous Quarter/s	0	0	0
4	Excess MCIT Applied this Current Taxable Year <small>(From Schedule 9 Item 4F)</small>	0	0	0
5	Creditable Tax Withheld from Previous Quarter/s	0	0	0
6	Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	0	0	0

40) Click the **Next** button to proceed to adjoining page

41) Proceed to **Schedule 9 – Computation of Minimum Corporate Income Tax (MCIT)** and enter details on spaces provided, if applicable

Schedule 9 - Computation of Minimum Corporate Income Tax(MCIT) <small>[Applicable only to those taxable under Sec27(A to C)& Sec28(A)(2)]</small>				
Year	A) Normal Income Tax as Adjusted	B) MCIT	C) Excess MCIT over Normal Income Tax	
1	0	0	0	
2	0	0	0	
3	0	0	0	
Continuation of Schedule 9 <small>(Item numbers continue from table above)</small>				
	D) Excess MCIT Applied/Used for Previous Years	E) Expired Portion of Excess MCIT	F) Excess MCIT Applied this Current Taxable Year	G) Balance of Excess MCIT Allowable as Tax Credit for Succeeding Year/s
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	Total Excess MCIT <small>(Sum of Column for Items 1F to 3F) (To Schedule 8 item 4)</small>			0

42) Proceed to **Schedule 10 – Reconciliation of Net Income per Books against Taxable Income** and enter details on spaces provided, if applicable

Schedule 10 - Reconciliation of Net Income per Books Against Taxable Income <small>(Attach additional sheet/s, if necessary)</small>				
	A. Total Exempt	B. Total Special	C. Total Regular	
1	Net Income (Loss) per books	0	0	0
Add: Non-deductible Expenses/Taxable Other Income				
2	0	0	0	
3	0	0	0	
<small>(Add more...)</small>				
4	Total <small>(Sum of Items 1 to 3)</small>	0	0	0
Less: A) Non-taxable Income and Income Subjected to Final Tax				
5	0	0	0	
6	0	0	0	

43) Click the **Next** button to proceed to adjoining page

- 44) Proceed to **Schedule 11 – Balance Sheet** and enter details on spaces provided

Schedule 11 - Balance Sheet		Assets	
1	Current Assets		0
2	Long Term Investment		0
3	Property, Plant and Equipment - Net		0
4	Long-Term Receivables		0
5	Intangible Assets		0
6	Other Assets		0
7	Total Assets (Sum of Items 1 to 6)		0
		Liabilities and Equity	
8	Current Liabilities		0
9	Long-Term Liabilities		0
10	Deferred Credits		0
11	Other Liabilities		0
12	Total Liabilities (Sum of Items 8 to 11)		0
13	Capital Stock		0
14	Additional Paid-in Capital		0
15	Retained Earnings		0
16	Total Equity (Sum of Items 13 & 15)		0
17	Total Liabilities and Equity (Sum of Items 12 & 16)		0

- 45) Proceed to **Schedule 12 – Stockholders/Members Information** and enter details on spaces provided

Schedule 12 - Stockholders Partners Members Information (Top 20 stockholder, partners or members)

(On column 3 enter amount of capital contribution and on the last column enter the percentage this represents on the entire ownership)

REGISTERED NAME	TIN	Capital Contribution	% to Total
		0	0
		0	0
		0	0
		0	0

- 46) Click the Next button to proceed to adjoining page

- 47) Proceed to **Schedule 13 – Supplemental Information** and enter details on spaces provided, if applicable

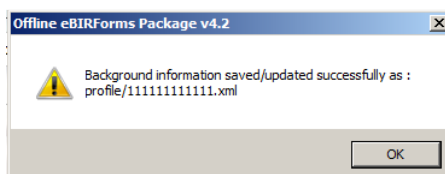
Schedule 13 - Supplemental Information (Attach additional sheet/s, if necessary)			
I) Gross Income / Receipts Subjected to Final Withholding	A) Exempt	B) Actual Amount / Fair Market Value / Net Capital Gains	C) Final Tax Withheld / Paid
1	Interests	0	0
2	Royalties	0	0
3	Dividends	0	0
4	Prizes and Winnings	0	0
II) Sale / Exchange of Real Properties		A) Sale/Exchange #1	B) Sale/Exchange #2
5	Description of Property (e.g., land, improvement, etc.)		
6	OCT/TCT/CCT/Tax Declaration No.		
7	Certificate Authorizing Registration (CAR) No.		
8	Actual Amount/Fair Market Value/Net Capital Gains	0	0
9	Final Tax Withheld/Paid	0	0
III) Sale/Exchange of Shares of Stock		A) Sale/Exchange #1	B) Sale/Exchange #2
10	Kind (PS/CS) Stock Certificate Series No.	PS <input checked="" type="checkbox"/>	PS <input checked="" type="checkbox"/>
11	Certificate Authorizing Reg. (CAR) No.		
12	Number of Shares	0	0
13	Date of Issue (MM/DD/YYYY)	/ /	/ /
14	Actual Amount/Fair Market Value/ Net Capital Gains	0	0
15	Final Tax Withheld/Paid	0	0
IV) Other Income (Specify)		A) Other Income #1	B) Other Income #2
16	Other Income Subject to Final Tax Under Sec. 57 (A)/127/others of the Tax Code, as amended (Specify)		
17	Actual Amount/Fair Market Value/Net Capital Gains	0	0
18	Final Tax Withheld/Paid	0	0
19	Total Final Tax Withheld/Paid (Sum of Items 1C to 4C, 9A, 9B, 15A, 15B, 18A & 18B)		0

- 48) Proceed to **Schedule 14 – Gross Income/Receipts Exempt from Income Tax** and enter details on spaces provided, if applicable

BIR Form No. 1702-MX (Annual Income Tax Return)

Schedule 14 - Gross Income/Receipts Exempt from Income Tax		
1	Return of Premium (Actual Amount/Fair Market Value)	<input type="text" value="0"/>
J) Personal/Real Properties Received thru Gifts, Bequests, and Devises		
	A) Personal/Real Properties #1	B) Personal/Real Properties #2
2	Description of Property (e.g., land, improvement, etc.)	<input type="text"/>
3	Mode of Transfer (e.g., Donation)	<input type="text"/>
4	Certificate Authorizing Registration (CAR) No.	<input type="text"/>
5	Actual Amount/Fair Market Value	<input type="text" value="0"/>
		(Add more...)
I) Other Exempt Income/Receipts		
	A) Other Exempt Income #1	B) Other Exempt Income #2
6	Other Exempt Income/Receipts Under Sec. 32 (B) of the Tax Code, as amended (Specify)	<input type="text"/>
7	Actual Amount/Fair Market Value/Net Capital Gains	<input type="text" value="0"/>
		(Add more...)
8	Total Income/Receipts Exempt from Income Tax (Sum of Items 1, 5A, 5B, 7A & 7B)	<input type="text" value="0"/>

- 49) When filling up of document has been completed, **click the Validate** button to allow system to determine if there are fields which have been overlooked and not filled properly
- 50) Once validation has been completed, **click the Edit** button to go over each field to check for correctness of data typed in.
- 51) After editing, User can let the files typed in be stored into the system by **clicking the Save** button
- 52) System will show a message stating that all information typed in the fields have been successfully saved.



- 53) **Click the OK** button to acknowledge receipt of the message.
- 54) User can submit online the duly filled up document by **clicking the Submit** button. NOTE: This functionality shall be available on the next release.
- 55) If User wishes to have a copy of the duly filled form, **the Print** **button to enable printing of a specific page.**