

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) Find the appropriate **RDO Code** from the RDO Code dropdown list.

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

- 5) Type in the specific **Line of Business** based on the Certificate of Registration (BIR Form 2303)

Line of Business:
FREIGHT FORWARDING

- 6) Enter Registered Name

Taxpayer's Name (Last Name, First Name, Middle Name For Individual)
Registered Name (For Non-Individual) :
E-KONEK PILIPINAS, INC.

- 7) 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

- 8) On the eBIRForms screen, proceed to **List of BIR Forms** row.

- 9) From the List of BIR Forms row, **find the appropriate form to use**

List of BIR Forms:
(Please Select) ...
BIR Form 1701 - Annual Income Tax Return
BIR Form 1702MX - Annual Income Tax Return (MIXED)
BIR Form 0605 - Payment Form
BIR Form 1600 - 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)


- 10) **Click** on the preferred form to use


List of BIR Forms:
BIR Form 1702RT - Annual Income Tax Return (REGULAR)

- 11) When the chosen form appears on the list box, click the **Fill-up** button to enable full-image display of the form.

List of BIR Forms:
BIR Form 1702RT - Annual Income Tax Return (REGULAR) Fill-up

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

For BIR BCS/
Use Only Item

1702-RT06/13P1

 Republika ng Pilipinas Kagawaran ng Pananalapi Kawanihan ng Rentas Internas	Annual Income Tax Return For Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate <i>Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X". Two copies MUST be filled with the BIR and one held by the taxpayers.</i>	BIR Form No. 1702-RT June 2013 Page 1
1 For <input checked="" type="checkbox"/> Calendar <input type="checkbox"/> Fiscal	3 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	4 Short Period Return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2 Year Ended (MM/20YY) 12 - December 20 13		5 Alphanumeric Tax Code (ATC) IC 055—Minimum Corporate Income Tax(MCIT) <input type="checkbox"/> IC 010 - In General <input type="checkbox"/>
Part I - Background Information		
6 Tax Identification Number (TIN) 888 - 888 - 888 - 0000		7 RDO Code 008
8 Date of Incorporation/Organization MM/DD/YYYY		
9 Registered Name E-KONEK PILIPINAS, INC.		
10 Registered Address (Indicate complete registered address) UNIT 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 <input checked="" type="checkbox"/> Itemized Deductions [Section 34 (A-J), NIRC] <input type="checkbox"/> Optional Standard Deduction (OSD) - 40% of Gross Income [Section 34(L), NIRC as amended by RA No. 9504]		
Part II - Total Tax Payable (Do NOT enter Centavos)		
16 Total Income Tax Due (Overpayment) (From Part IV Item 44)		0
17 Less: Total Tax Credits/Payments (From Part IV Item 45)		0
18 Net Tax Payable (Overpayment) (Item 16 Less than Item 17) (From Part IV Item 46)		0

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

1 For Calendar Fiscal

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

2 Year Ended (MM/YYYY)
 12 - December 20

15) Go to Field No. 3 and check if form to file is **Amended Return or not**

3 Amended Return?
 Yes No

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

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

4 Short Period Return
 Yes No

17) 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

18) Proceed to Field No. 14 and type in the **PSIC Code**, refer to your Certificate of Registration (BIR Form 2303) or www.bir.gov.ph

14 PSIC Code

19) For Field No. 15, check appropriate box for **Method of Deductions**

15 Method of Deductions Itemized Deductions [Section 34 (A-J), NIRC] Optional Standard Deduction (OSD) - 40% of Gross Income [Section 34(L), NIRC as amended by RA No. 9504]

20) If there is an **Overpayment**, proceed to Field No. 21 and check appropriate box for action to be done for the overpayment

21 If Overpayment, mark "X" one box only (Once the choice is made, the same is irrevocable)
 To be refunded To be issued a Tax Credit Certificate (TCC) To be carried over as a tax credit for next year/quarter

21) Provide the necessary details to validate identity of Tax Filer on **Field Nos. 22 to 25**

22 Community Tax Certificate (CTC) Number/SEC Reg. No.	<input type="text"/>	23 Date of Issue (MM/DD/YYYY)	<input type="text"/> <input type="text"/> <input type="text"/>
24 Place of Issue	<input type="text"/>	25 Amount, if CTC	<input type="text"/>

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

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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)	

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

24) Proceed to Field Nos. 47 to 49 of the Part IV Computation of Tax – **Add Penalties** and fill out details, if applicable

Add Penalties	
47 Surcharge	<input type="text"/> 0
48 Interest	<input type="text"/> 0
49 Compromise	<input type="text"/> 0

25) Fill out details Field Nos. 55 to 61 for Part V **Tax Relief Availment**, if applicable

55 Name of External Auditor/Accredited Tax Agent	<input type="text"/>
56 TIN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
57 Name of Signing Partner <i>(If External Auditor is a Partnership)</i>	<input type="text"/>
58 TIN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
59 BIR Accreditation No.	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
60 Issue Date (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
61 Expiry Date (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>

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

27) Fill out details on **Schedule 1 – Sales/Revenues/Receipts/Fees**, if applicable

Schedule 1 - Sales/Revenues/Receipts/Fees (Attach additional sheet/s if necessary)	
1 Sale of Goods/Properties	<input type="text"/> 0
2 Sale of Services	<input type="text"/> 0
3 Lease of Properties	<input type="text"/> 0
4 Total (Sum of Items 1 to 3)	<input type="text"/> 0
5 Less: Sales Returns/Discounts	<input type="text"/> 0
6 Net Sales/Revenues/Receipts/Fees (Item 4 Less Item 5)(To Part IV Item 30)	<input type="text"/> 0

28) Fill out details on **Schedule 2 – Cost of Sales**, if applicable

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Schedule 2A - Cost of Sales (For those engaged in Trading)	
1 Merchandise Inventory, Beginning	0
2 Add: Purchases of Merchandise	0
3 Total Goods Available for Sale (Sum of Items 1 & 2)	0
4 Less: Merchandise Inventory/Ending	0
5 Cost of Sales (Items 3 less Item 4) (To Item 27)	0
Schedule 2B-Cost of Sales (For those engaged in Manufacturing) (Attach additional sheet/s if necessary)	
6 Direct Materials, Beginning	0
7 Add: Purchases	0
8 Materials Available for Use (Sum of Items 6 & 7)	0
9 Less: Direct Materials, Ending	0
10 Raw Materials Used (Items 8 less Item 9)	0
11 Direct Labor	0
12 Manufacturing Overhead	0
13 Total Manufacturing Cost (Sum of Items 10, 11 & 12)	0
14 Work in Process, Beginning	0
15 Less : Work in Process End	0
16 Cost of Goods Manufactured (Sum of Items 13 & 14 Less Item 15)	0
17 Finished Goods, Beginning	0
18 Less: Finished Goods, End	0
19 Cost of Goods Manufactured and Sold (Sum of Items 16 & 17 Less Item 18)(To Item 27)	0
Schedule 2C - Cost of Services (For those engaged in Services, Indicate only those directly incurred or related to the gross revenue from rendition of service)	
20 Direct Charges-Salaries, Wages and Benefits	0
21 Direct Charges-Materials, Supplies and Facilities	0
22 Direct Charges-Depreciation	0
23 Direct Charges-Rental	0
24 Direct Charges-Outside Services	0
25 Direct Charges-Others	0
26 Total Cost Services (Sum of Items 20 to 25)(To Item 27)	0
27 Total Cost of Sales/Services (Sum of Items 5, 19 & 26 if applicable)(To Schedule B Item 2)	0

29) Click the Next button to proceed to adjoining page

30) Fill out details on **Schedule 3 – Other Taxable Income not Subjected to Final Tax**, if applicable

Schedule 3 - Other Taxable Income Not Subjected to Final Tax (Attach additional sheet/s, if necessary)	
1	0
2	0
3	(more...) 0
4 Total Other Taxable Income Not Subjected to Final Tax (Sum of Items 1 to 3) (To Part IV item 33)	0

31) Fill out details on **Schedule 4 – Ordinary Allowable Itemized Deductions**, if applicable

Schedule 4 - Ordinary Allowable Itemized Deductions <i>(Attach additional sheet/s, if necessary)</i>		
1 Advertising and Promotions		0
<i>Amortizations (Specify on Items 2, 3 & 4)</i>		
2		0
3		0
4	(more...)	0
5 Bad Debts		0
6 Charitable Contributions		0
7 Commissions		0
8 Communication, Light and Water		0
9 Depletion		0
10 Depreciation		0
11 Director's Fee		0
12 Fringe Benefits		0
13 Fuel and Oil		0

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

33) Fill out details on **Schedule 5 – Special Allowable Itemized Deductions**, if applicable

Schedule 5 - Special Allowable Itemized Deductions <i>(Attach additional sheet/s, if necessary)</i>			
	Description	Legal Basis	Amount
1			0
2			0
3			0
4		(more...)	0
5	Total Special Allowable Itemized Deductions <i>(Sum of Items 1 to 4)(To part IV Item 36)</i>		0

34) Fill out details on **Schedule 6 – Computation of Available Net Operating Loss Carry Over (NOLCO)**, if applicable

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Schedule 6 - Computation of Net Operating Loss Carry Over (NOLCO)			
1	Gross Income From Part IV Item 34	0	
2	Less: Total Deductions Exclusive of NOLCO & Deduction Under Special Law	0	
3	Net Operating Loss (To Schedule 6A)	0	
Schedule 6A - Computation of Available Net Operating Loss Carry Over (NOLCO)			
Year Incurred	Net Operating Loss A) Amount	B) NOLCO Applied Previous Year	
4	0	0	
5	0	0	
6	0	0	
7	0	0	
Continuation of Schedule 6A (Item numbers continue from table above)			
	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 (Sum of Items 4D to 7D)(To Part IV Item 37)		0

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

36) Fill out details on **Schedule 7 – Tax Credits/Payments**, if applicable

Schedule 7 - Tax Credits/Payments-attach proof (Attach additional sheet/s, if necessary)	
1	Prior Year's Excess Credits Other Than MCIT
2	Income Tax Payment under MCIT from Previous Quarter's
3	Income Tax Payment under Regular/Normal Rate from Previous Quarter's
4	Excess MCIT Applied this Current Taxable Year (From Schedule 8 Item 4F)
5	Creditable Tax Withheld from Previous Quarter's per BIR Form No. 2307
6	Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter
7	Foreign Tax Credits, if applicable
8	Tax Paid in Return Previously Filed, if this is an Amended Return
9	Special Tax Credits (To Part V Item 53)
Other Credits/Payments (Specify)	
10	
11	
12	Total Tax Credits/Payments (Sum of Items 1 to 11)(To Part IV Item 45)

37) Fill out details on **Schedule 8 – Computation of Minimum Corporate Income Tax (MCIT)**, if applicable

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Schedule 8 - Computation of Minimum Corporate Income Tax (MCIT)				
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 8 (Line numbers continue from table above)				
	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 (Sum of Column for Items 1F to 3F)(To Schedule 7 Item 4)			0	

38) Fill out details on **Schedule 9 – Reconciliation of Net Income per Books against Taxable Income**

Schedule 9 - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)	
1 Net Income/(Loss) per Books	0
Add: Non-deductible Expenses/Taxable Other Income	
2	0
3	0
4 Total (Sum of Items 1 to 3)	0
Less: A) Non-Taxable Income Subjected to Final Tax	
5	0
6	0
B) Special Deductions	
7	0
8	0
9 Total (Sum of Items 5 to 8)	0
10 Net taxable Income (Loss) (Items 4 Less Item 9)	0

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

40) Fill out details on **Schedule 10 – Balance Sheet**

Schedule 10 - 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 to 15)	0
17 Total Liabilities and Equity (Sum of Items 12 to 16)	0

41) Fill out details on **Schedule 11 – Stockholders/Members Information**

Schedule 11 - Stockholders Partners Members Information (Top 20 stockholders, partners or members)
 (On column 3 enter the 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

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

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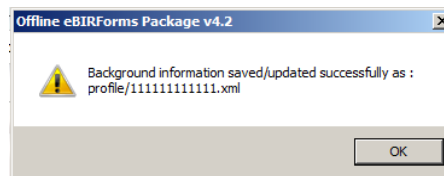
43) Fill out details on **Schedule 12 – Supplemental Information**, if applicable

Schedule 12 - Supplemental Information			
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	0
2 Royalties	0	0	0
3 Dividends	0	0	0
4 Prizes and Winnings	0	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.)		0	0
6 OCT/TCT/CCT/Tax Declaration No.		0	0
7 Certificate Authorizing Registration (CAR) No.		0	0
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 #3	B) Sale / Exchange #4
10 Kind (PS/CS) / Stock Certificate Series No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Certificate Authorizing Reg. (CAR) No.		0	0
12 Number of Shares		0	0
13 Date of Issue (MM/DD/YYYY)		<input type="text"/>	<input type="text"/>
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)		0	0
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

44) Fill out details on **Schedule 13 – Gross Income/Receipts Exempt from Income Tax**, if applicable

Schedule 13 - Gross Income/Receipts Exempt from Income Tax		
1 Return of Premium (Actual Amount/Fair Market Value)		0
I) 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.)	0	0
3 Mode of Transfer (e.g. Donation)	0	0
4 Certificate Authorizing Registration (CAR) No.	0	0
5 Actual Amount/Fair Market Value	0	0
II) 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)	0	0
7 Actual Amount/Fair Market Value/Net Capital Gains	0	0
8 Total Income/Receipts Exempt from Income tax (Sum of Items 1, 5A,5B,7A and 7B)		0

- 45) 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
- 46) Once validation has been completed, **click the Edit** button to go over each field to check for correctness of data typed in.
- 47) After editing, User can let the files typed in be stored into the system by clicking the **Save** button
- 48) System will show a message stating that all information typed in the fields have been successfully saved.



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