



eGov1 (BIR)

e-FILING AND e-PAYMENT PROCESS

MUFG Bank, Ltd. Manila Branch

A member of MUFG, a global financial group

2024-0018

Step #1.1: e-Filing Process

The screenshot shows the e-Filing User Menu interface. At the top, the text "e-Filing" is displayed in a large blue font. Below it, a red callout box contains the text: "Access and login to eFPS, to go to the eFPS User Menu Screen". The main interface features the Bureau of Internal Revenue logo and the text "Bureau of Internal Revenue, Republic of the Philippines". A navigation bar includes links for "eFPS Home", "eFPS Login", "Revenue Issuances", "FAQs", "BIR Main", and "eFPS Logout". The "efps" logo is also present in the top right. The "eFPS User Menu" section contains the following fields:

- TIN: :111 - 111 - 111 - 111
- Username: username
- Name: BAGUMBAYAN CORP.
- Form: 0605 - Payment Form

A red callout box with an arrow points to the drop-down arrow on the "Form" field, containing the text: "Click on the drop down list to select tax form to e-file". Below the form fields, there is a note: "Note: If you find that your registration information is not updated or erroneous, please contact BIR Helpdesk." and four buttons: "Change User Info", "File Tax Return", "Tax Return Inquiry", and "Enroll More Users". At the bottom of the form area, there are links for "BIR Main" and "Help". The browser's address bar shows "Submit: Challenge Question" and the status bar shows "Internet".

Step #1.2: e-Filing Process

e-Filing

eFPS Home - eFiling and Payment System - Microsoft Internet Explorer

Bureau of Internal Revenue
Republic of the Philippines

efps

eFPS Home | eFPS Login | Revenue Issuances | FAQs | BIR Main | eFPS Logout

eFPS User Menu

TIN : 111 - 111 - 111 - 111

Username: username

Name : BAGUMBAYAN CORP

Form : 0685 - Payment Form

Note: If you fill

- 0605 - Payment Form
- 1600 - Monthly Remittance Return of Value-Added Tax and Other Percentage Taxes Withheld
- 1600WP - Remittance Return of Percentage Tax on Winnings and Prizes...
- 1601C - Monthly Remittance Return of Income Taxes Withheld on Compensation**
- 1601E - Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)
- 1601F - Monthly Remittance Return of Final Income Tax Withheld
- 1602 - Monthly Remittance Return of Final Income Taxes Withheld
- 1603 - Quarterly Remittance Return of Final Income Taxes Withheld
- 1604CF - Annual Information Return of Income Taxes Withheld on Compensation
- 1604E - Annual Information Return of Creditable Income Taxes Withheld...
- 1700 - Annual Income Tax Return

From the list for forms, select the tax form to e-file

Submit Challenge Question

Internet

Step #1.3: e-Filing Process

e-Filing

eFPS Home - eFiling and Payment System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Bureau of Internal Revenue
Republic of the Philippines
efps Home | efps Login | Revenue Issuances | FAQs | BIR Main | efps Logout

efps

eFPS User Menu

TIN : 111 - 111 - 111 - 111

Username: username

Name: BAGUMBAYAN CORP.

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

Note: If you find that your registration information is not updated or erroneous, please contact BIR Helpdesk.

[Change User Info](#) [File Tax Return](#) [Tax](#) [Check my Tax](#)

BIR Main | Help

javascript:FileTaxRebm();

Internet

After selecting tax form from the list, click "File Tax Return"

Step #1.4: e-Filing Process

The screenshot displays the 'e-Filing' interface within a Microsoft Internet Explorer browser window. The browser title is 'eFPS Home - eFiling and Payment System - Microsoft Internet Explorer'. The page header includes the Bureau of Internal Revenue logo and the text 'Bureau of Internal Revenue, Republic of the Philippines', along with navigation links: 'eFPS Home | eFPS Login | Revenue Issuances | FAQs | BIR Main | eFPS Logout'. The main content area is titled 'On-line/Off-line option' and contains the following text:

There are two methods in completing a tax form for submission in the EFPS:

- 1.The On-Line method allows you to input your tax information directly into the web page and to submit it once you have completely filled out all required information.
- 2.The Off-Line method allows you to download the tax form into a directory of your choosing, thus saving it into your hard drive. This allows you to fill out the form at your own convenience without having to stay connected onto the Internet.

Steps in filling out and submitting excel form.

1. Upon clicking the off-line command button, you will be asked to specify the period that you wish to file. This will be the set value that will appear in the downloaded form.
2. Some generic fields will be automatically filled up upon download of the excel form. This will ensure minimal encoding on your part.
3. Once you have completed filling out all the required fields, and validated all computations and information, you may now click the "Upload" button.

At the bottom of the page, a question asks: 'Do you wish to file a tax form on-line or offline?'. Below this question are two buttons: 'on-line' and 'off-line'. The 'on-line' button is circled in red.

Three red callout boxes provide additional instructions:

- The top callout states: 'The "On-line/Off-line Option" screen appears.'
- The middle callout states: 'Take some time to read through preliminary instructions on how to file using the Online or Offline method'.
- The bottom callout states: 'At this point, let's select the online option by clicking "On-line"'

Step #1.5: e-Filing Process

Online e-Filing

The screenshot displays the eFPS Home interface in Microsoft Internet Explorer. The browser title is "eFPS Home - eFiling and Payment System - Microsoft Internet Explorer". The page header includes the Bureau of Internal Revenue logo and the text "Bureau of Internal Revenue, Republic of the Philippines".

The main form is titled "Monthly Remittance Return of Income Taxes Withheld on Compensation" and is identified as BIR Form No. 1501-C, September 2001 (ENCS). The form is pre-filled with the following information:

- 1 For the Month (MM/YYYY): 10-October 2003
- 2 Amended Return?: No
- 3 No. of Sheets Attached: 0
- 4 Any Taxes Withheld?: No
- 5 TIN: 111 111 111 111
- 6 RDO Code: 116
- 7 Line of Business/ Occupation: UNCLASSIFIED
- 8 Withholding Agent's Name (Last Name, First Name, Middle Name for Individuals) (Registered Name for Non-Individuals): BAGUMBAYAN CORP.
- 9 Telephone Number: 995-9999
- 10 Registered Address: PASAY RD, TAGAPURHILL, MAKATI CITY
- 11 Zip Code: 12100
- 12 Category of Withholding Agent: Private
- 13 Are there payees availing of tax relief under special law or international Tax Treaty?: No
- 14 A T C: MW010

Callout boxes provide additional context:

- Red box 1:** "The selected tax form now appears on screen" (points to the form title).
- Red box 2:** "Note that there are fields on the online form that are grayed-out and already pre-filled" (points to the TIN and RDO Code fields).
- Red box 3:** "However, the rest of the fields either need to be filled up, or can be automatically computed." (points to the Withholding Agent's Name, Registered Address, and Telephone Number fields).

The form is divided into two parts: Part I (Background Information) and Part II (Computation of Tax). The bottom of the form shows a table with columns for "Particulars", "Amount of Compensation", and "Tax Due".

Step #1.6: e-Filing Process

Online e-Filing – Validating the Form

The screenshot displays the eFPS Home interface for the Bureau of Internal Revenue (BIR) of the Philippines. The page title is "eFPS Home - eFiling and Payment System - Microsoft Internet Explorer". The BIR logo and name are visible at the top. The main content area includes a form for entering tax return details, such as "Previous Month(s)/Year", "Date Paid", and "Bank Validation/ROR No.". Below this is "Section A (continuation)" with a table for tax payments and adjustments. At the bottom, there are buttons for "Print", "Validate", "Edit", and "Submit". The "Validate" button is circled in red, and a red arrow points to it from a text box on the right. Another red text box on the right explains the purpose of validation.

Validating the Tax Return Form is necessary before the taxpayer submits the form. Validation computes and validates entries in the form after the taxpayer has completed all mandatory fields required by the Tax Return Form.

To do this, click on the "Validate" button

Step #1.7: e-Filing Process

Online e-Filing – Validating the Form

The screenshot displays the eFPS Home interface in Microsoft Internet Explorer. The page title is "eFPS Home - eFiling and Payment System - Microsoft Internet Explorer". The browser's address bar shows the URL. The page header includes the Bureau of Internal Revenue logo and the text "Bureau of Internal Revenue, Republic of the Philippines". Below the header, there are navigation links: "eFPS Home", "eFPS Login", "Revenue Issuances", "FAQs", "BIR Main", and "eFPS Logout".

The main content area contains a form with the following fields:

- Previous Month(s)/Year (1): (MM/YYYY)
- Date Paid (2): (MM/DD/YYYY)
- Bank Validation/ ROR No. (3)

Below these fields is "Section A (continuation)" with a table of tax data:

| Tax Paid (Excluding Penalties) for the Month/Year (5) | Should Be Tax Due for the Month/Year (6) | From Current Year (7a) | Adjustment(7) From Year-End Immediately |
|---|--|------------------------|---|
| 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | |

Below the table is a summary row: "25 Total (7 a plus 7b)(To Item 19)" with a value of "0.00".

The "Attachments" section includes "Add Attachments" and "Remove Attachments" buttons.

At the bottom of the form are buttons for "Print", "Validate", "Edit", and "Submit".

Footer links include: "[BIR Main | eFPS Logon | User Menu | Guidelines and Instructions | Help]".

The status bar at the bottom shows "eFPS Help Page" and "Internet".

Callout Box Text: After clicking on "Validate" messages will appear to prompt you of erroneous or invalid entries on the form. Once validation is successful, a window with the following message will pop up "Validation Successful. Click on Edit if you wish to modify your entry."

Step #1.8: e-Filing Process

Online e-Filing – Editing the Form

REMEMBER:
A form needs to be **validated again** after it is edited and before it is submitted

If validation is successful for all entries are deemed correct, all editable entries in the form are grayed-out

To edit the form after successful validation, click on the **“Edit”** button

After clicking the **“Edit”** button, the fields are once again editable, and you may now proceed to change or re-enter values for form fields

| Tax Paid (Excluding Penalties) for the Month/Year (5) | Should Be Tax Due for the Month/Year (6) | From Current Year (7a) | Adjustment(7) From Year-End Adjustment of the Immediately Preceding Year (7b) |
|---|--|------------------------|---|
| 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | |
| 0.00 | 0.00 | 0.00 | |

25 Total (7a plus 7b)(To Item 19) 0.00

Attachments

Print Validate **Edit** Submit

[BIR Main | eFPS Logon | User Menu | Guidelines and Instructions | Help]

eFPS Help Page

Step #1.9: e-Filing Process

Online e-Filing – Submitting the Form

The screenshot displays the eFPS Home interface in a Microsoft Internet Explorer browser window. The page header includes the Bureau of Internal Revenue logo and the text "Bureau of Internal Revenue, Republic of the Philippines". The main content area contains a form with several sections:

- Previous Month/Year (1):** Fields for Monthly/Yearly (MM/YYYY) and Date Paid (MM/DD/YYYY).
- Bank Validation/ROR No. (3):** A text input field.
- Bank Code (4):** A text input field.
- Section A (continuation):** A table with columns for Tax Paid (Excluding Penalties) for the Month/Year (5), Should Be Tax Due for the Month/Year (6), Adjustment (7) From Current Year (7a), and Adjustment (7) From Year-End Adjustment of the Immediately Preceding Year (7b). The values in the table are all 0.00.
- 25 Total (7a plus 7b)(To Item 19):** A field containing 0.00.
- Attachments:** A section with "Add Attachments" and "Remove Attachments" buttons.
- Buttons:** "Print", "Validate", "Edit", and "Submit" buttons are located at the bottom of the form. The "Submit" button is circled in red.

A red callout box with white text points to the "Submit" button, stating: "To submit the form, simply click on the 'Submit' button".

[BIR Main | EFPS Logon | User Menu | Guidelines and Instructions | Help]

EFPS Help Page

Step #1.10: e-Filing Process

Online e-Filing – Submitting the Form

The screenshot shows the eFPS Home page for the Bureau of Internal Revenue. The page displays the following information:

| | |
|------------------------------------|-------------------|
| TIN | : 111-111-111-111 |
| Name | : BAGUMBAYAN CORP |
| RDO | : 116 |
| Form Type | : 2000 |
| Reference No. | : 14030000011734 |
| Amount Payable / (Over Remittance) | : 2150.00 |
| Accounting Type | : C - Calendar |
| For Tax Period | : 10/17/2003 |
| Date Filed | : 10/17/2003 |
| Tax Type | : DS |

Below the table, there is a button labeled "Proceed to Payment".

Three red callout boxes provide additional information:

- A filing reference number is generated by eFPS. This means that the form has been successfully submitted and received by eFPS.
- To immediately proceed to paying the tax dues after successful submission of the Tax Return Form, click on "Proceed to Payment".
- You can also pay for your tax dues later after you perform a later inquiry for the form you have just filed.

Step #2.1: e-Payment Process

- ❑ Scroll down the screen to see lower part of eFPS payment form

The screenshot shows the eFPS Payment Form interface. At the top, there is a blue header with the Bureau of Internal Revenue logo on the left, the text "Bureau of Internal Revenue Republic of the Philippines" in the center, and the "efps" logo on the right. Below the header, there are navigation links: "eFPS Home", "eFPS Login", "Revenue Issuances", "FAQs", "BIR Main", and "eFPS Logout". The main title of the form is "EFPS PAYMENT FORM".

The form fields are as follows:

- Filing Ref. No. : 010500000522911
- T.I.N. : 000-153-929 000
- RDO Code : 050
- Taxpayer's Name : BANCNET, INC.
- Return Period : 04/30/2005 Qtr : 0
- Tax Type : WC
- Amount Due (PhP) : 14.85
- Payment Transaction Number (Transaction Log Number) : 000541787
- Payment Transaction Date : 05/09/2005

Below the form fields, there is a section titled "EFPS MODE OF PAYMENT". It contains a checkbox for "Fund Transfer" which is currently unchecked. Below this is a dropdown menu for "Transacting Bank".

At the bottom of the form, there is a "Proceed to Payment" button and an "Internet" icon.

Step #2.2: e-Payment Process

Bureau of Internal Revenue
Republic of the Philippines

eFPS Home | eFPS Login | Revenue Issuances | FAQs | BIR Main | eFPS Logout

Amount Due (PhP) : 14.85
Payment Transaction Number (Transaction Log Number) : 000541787
Payment Transaction Date : 05/09/2005

EFPS MODE OF PAYMENT

Fund Transfer

Transacting Bank : 169000 - BANCNET (HEAD OFFICE) ▼
(Authorized Agent Bank)

Amount : 14.85

Tax Debit Memo

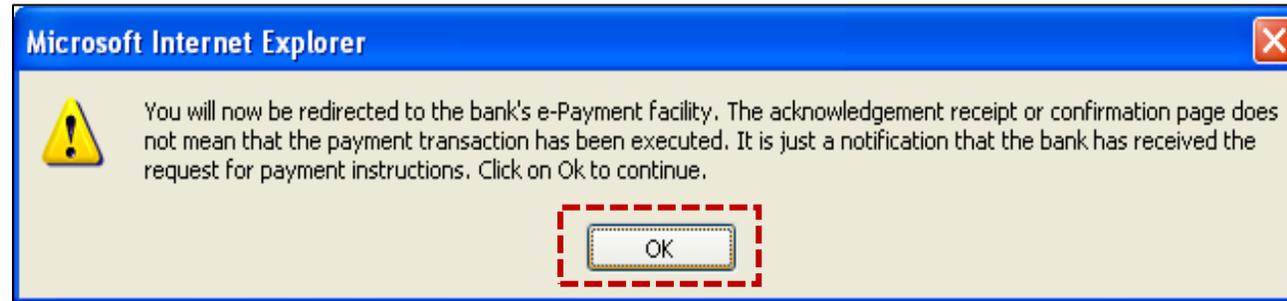
Date (MM/DD/YYYY) :
Tax Debit Memo Number :
Tax Debit Memo Amount :
Tax Credit Certification Number :

Proceed to Payment Internet

- Tick **Fund Transfer**
- On the **Transacting Bank**
 - Select **BancNet**
- On the **Amount**
 - Enter the exact amount to be paid
- Click **Submit**

Step #2.3: e-Payment Process

- ❑ Click [OK] to be redirected to BancNet Online



- ❑ You will receive an email notification from BIR

Sample Email:

Good Day BANCNET, INC.,

Thank you for filing and paying your tax liabilities through eFPS.

This email notification indicates that your Tax Payment Instruction (see below, eFPS Payment Summary) had been forwarded to the BIR-Authorized Agent Bank (BIR-AAB) for bank processing.

Please note that the said eFPS Payment Summary does not reflect the completion of your tax payment transaction yet. You may receive several of this email notification with the same Filing Reference Number depending on the number of Tax Payment Instruction you have triggered to be submitted to your chosen BIR-AAB.

To ensure that the tax payment/s were processed, please inquire your eReturn's Payment Details thru the eFPS Tax Inquiry.

From,
Bureau of Internal Revenue

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

EFPS PAYMENT SUMMARY

| | |
|--|------------------------------|
| TIN | : 000-153-929-000 |
| Name | : BANCNET, INC. |
| RDO | : 050 |
| Bank | : 169000 BANCNET HEAD OFFICE |
| Filing Reference No. | : 10500000487484 |
| Payment Transaction No. | : 512131 |
| Actual Amount Paid / (Over Remittance) | : 88.35 |
| TDM Amount | : |

PLEASE DO NOT REPLY TO THIS E-MAIL

Step #2.4: e-Payment Process

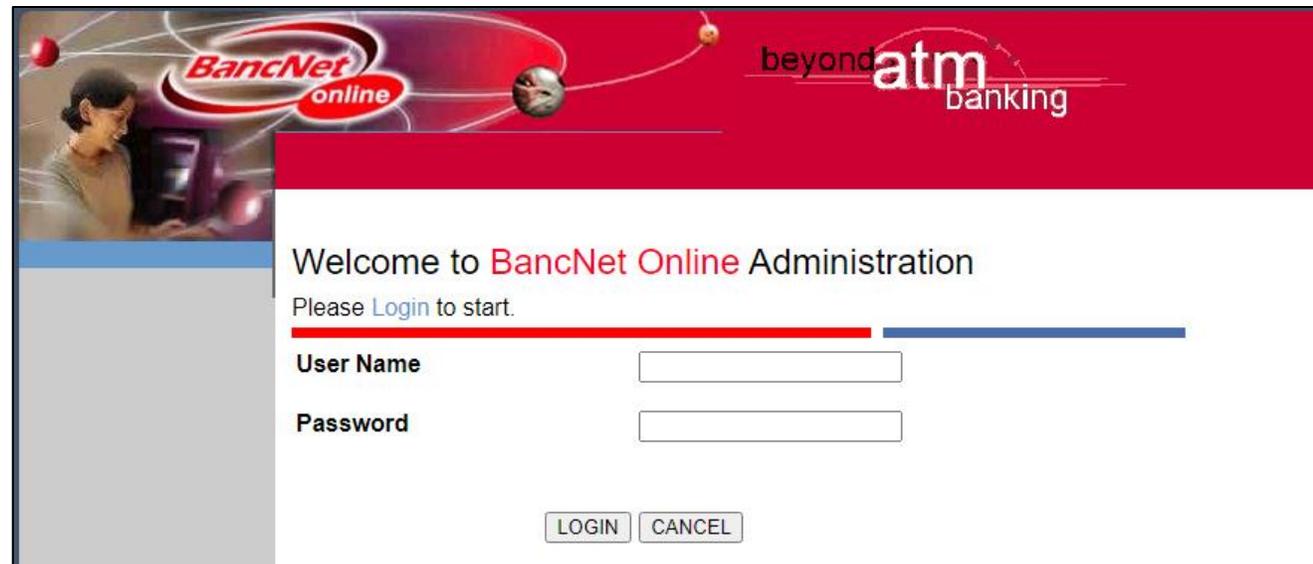
We have successfully received the payment instruction from BIR EFPS.
Please choose a Tax Type.

Individual Corporate

a. Tick **Corporate**

b. Click **Submit**

- ❑ On the BancNet BIR Tax Payment log-in page, enter your MUFG Bank eGov1 *Maker* account.



The image shows the BancNet Online Administration login page. The header features the BancNet logo and the slogan "beyond atm banking". The main content area displays a welcome message and a login form with fields for "User Name" and "Password", and "LOGIN" and "CANCEL" buttons.

Welcome to **BancNet Online** Administration
Please [Login](#) to start.

User Name

Password

Step #2.5: e-Payment Process

- Verify the information before proceeding to payment.

Bureau of Internal Revenue
Republic of the Philippines

[eFPS Home](#) | [eFPS Login](#) | [Revenue Issuances](#) | [FAQs](#) | [BIR Main](#) | [eFPS Logout](#)

Tax Payment Details

| | |
|--------------------------|-----------------------|
| TIN-Branch Code | 000 - 153 - 929 - 000 |
| Filing Reference Number | 010500000522911 |
| Payment Instruction Date | 05/09/2005 |
| Tax Amount Due | 14.85 |
| Actual Amount To Be Paid | 14.85 |

I agree with the Terms and Conditions

[Privacy Statement](#)

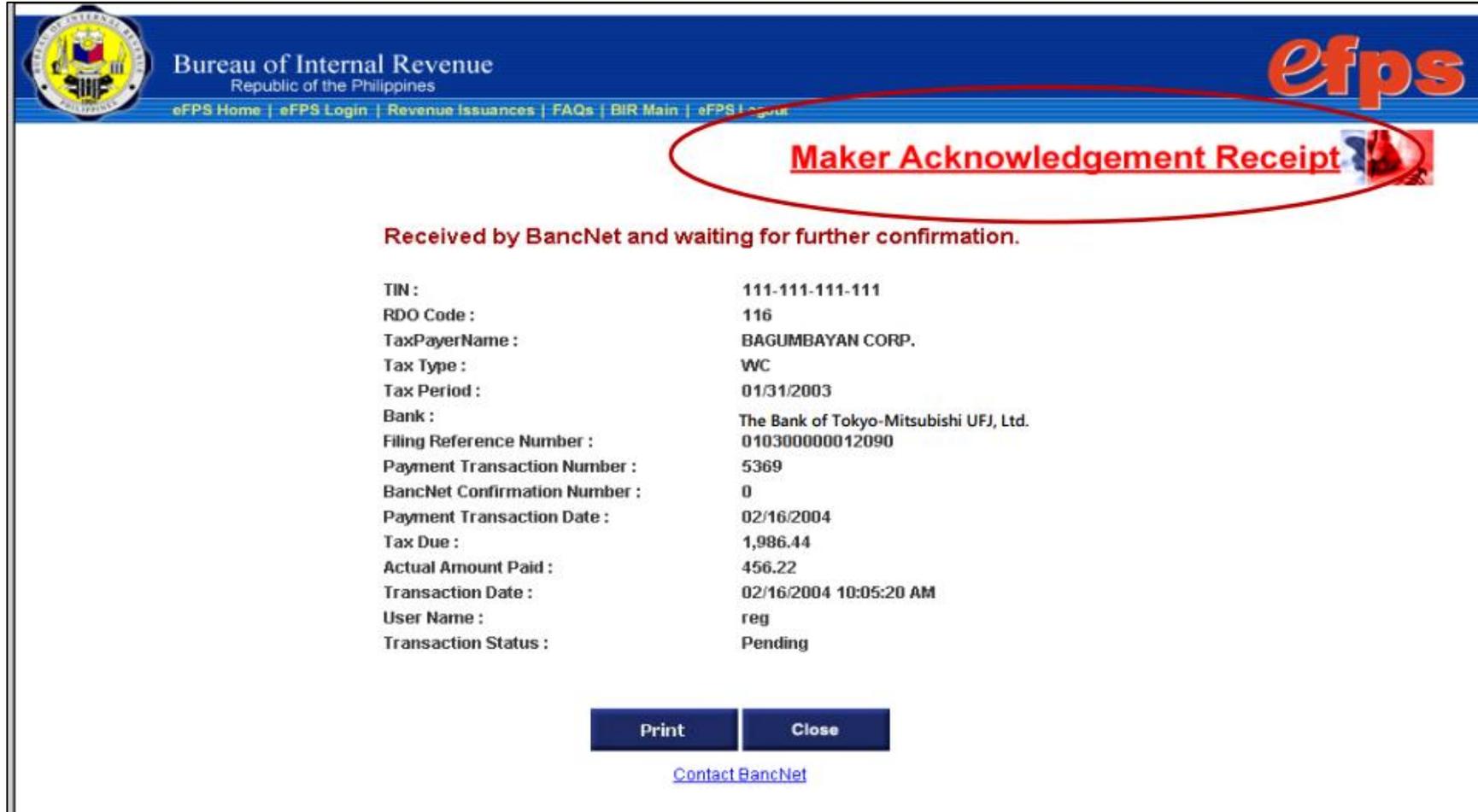
[Contact BancNet](#)

a. Tick **I Agree with the Terms & Conditions**

b. Click **Ok**

Step #2.6: e-Payment Process

- ❑ An acknowledgement receipt will be issued.



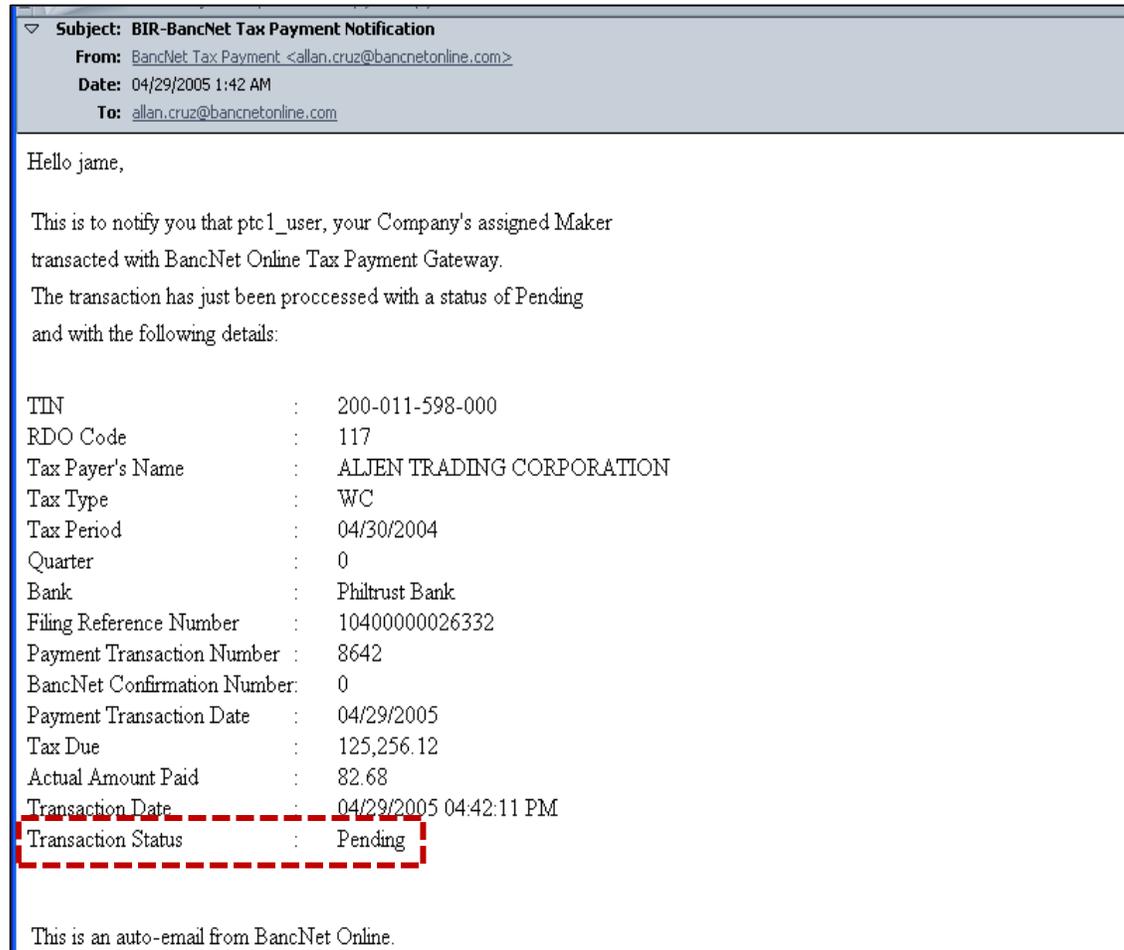
The screenshot displays the eFPS interface of the Bureau of Internal Revenue (BIR) of the Philippines. The header includes the BIR logo, the text 'Bureau of Internal Revenue Republic of the Philippines', and the 'efps' logo. A navigation bar contains links for 'eFPS Home', 'eFPS Login', 'Revenue Issuances', 'FAQs', 'BIR Main', and 'eFPS Logout'. The main content area features a red oval highlighting the title 'Maker Acknowledgement Receipt' with a small image of a person. Below this, a message states 'Received by BancNet and waiting for further confirmation.' A table of transaction details is provided, followed by 'Print' and 'Close' buttons, and a link to 'Contact BancNet'.

| | |
|-------------------------------|--|
| TIN : | 111-111-111-111 |
| RDO Code : | 116 |
| TaxPayerName : | BAGUMBAYAN CORP. |
| Tax Type : | WC |
| Tax Period : | 01/31/2003 |
| Bank : | The Bank of Tokyo-Mitsubishi UFJ, Ltd. |
| Filing Reference Number : | 010300000012090 |
| Payment Transaction Number : | 5369 |
| BancNet Confirmation Number : | 0 |
| Payment Transaction Date : | 02/16/2004 |
| Tax Due : | 1,986.44 |
| Actual Amount Paid : | 456.22 |
| Transaction Date : | 02/16/2004 10:05:20 AM |
| User Name : | reg |
| Transaction Status : | Pending |

[Contact BancNet](#)

Step #2.7: e-Payment Process

- ❑ Company's Authorizer (if there is any) or Final Authorizer will receive an email from BancNet confirming receipt of payment instruction from BIR eFPS system to BancNet made by you.



- ❖ Creation of payment is successful if the transaction status is marked as **"Pending"**.

FREQUENTLY ASKED QUESTIONS



“What to do in case of overpayment?”

“You can either file for a refund, request a tax credit for future payments, or file an amended return to correct any errors. For more details and required forms, visit the BIR official website at www.bir.gov.ph”



“Can maker approve or be the final approver for the same transaction?”

“No, the maker creates the transaction, while a separate approver must approve for security and control reasons.”



“What is the maximum number of approvals?”

“BancNet allows up to 8 checkers and 1 final approver per transaction depending on the bank’s specific settings and internal control policies.”



“Can client pay a different TIN?”

“No, the payment must be made using the correct TIN assigned to the taxpayer to ensure proper tax crediting and compliance.”



FREQUENTLY ASKED QUESTIONS



“Why “proceed to payment” fails?”

“It can be caused by network issues, incorrect details, or technical problems. You can contact the Bank support for help if the issue persists.”



“How long is the retention period of data?”

“Data retention is only 4 months for eGov BancNet websites.”



“How to reject payment transaction?”

“Press “Cancel” to reject payment. It will still show up in the list with the status “cancelled”.”



“Can we delete payment transaction?”

“No, deletion of records is not possible.”



Should you have any concerns, feel free to contact the Transaction Banking helpdesk at **+632 8886 7371** local **8051-8073** or email us at cmsph_support@ph.mufg.jp



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