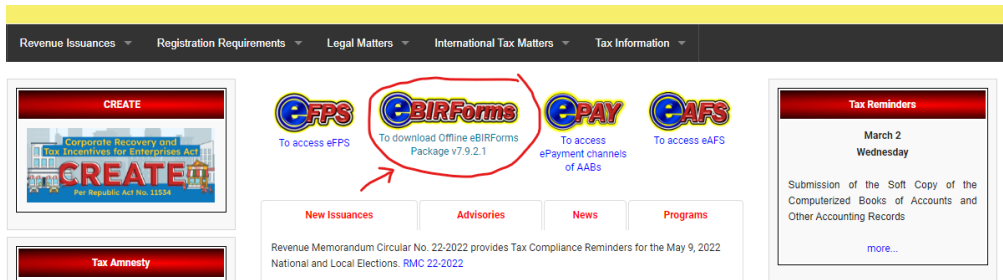


1. Go to <https://www.bir.gov.ph/index.php/home.html>.
2. Download the eBIR forms app in your windows laptop/pc.



3. Once downloaded, you'll see this screen. Just fill out the requested info.

4. PAGE 1 - Fill in your personal information in **PART 1 ONLY**. It should look something like this:

Annual Income Tax Return
(Including Non-Business/Non-Profession Income)
Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark applicable boxes with an "X". Three(3) copies must be filed: two(2) copies for BIR and one copy for taxpayer.

1700 01/18ENCS P1

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) 477 - 478 - 545 - 000 5 RDO Code 044 6 Taxpayer Type ☒ Employee (Regular Rates) ☐ NRET/B* (25%)

7 Taxpayer's Name (Last Name, First Name, Middle Name) GARROVILLO, ROXELLE, DIMAGIBA

8 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1602) TEACHERS VILLAGE, POBLACION, PRESIDENT ROXAS, CAPIZ

9 Date of Birth (MM/DD/YYYY) 03/13/1995 10 Email Address RAKSEL13@GMAIL.COM

11 Citizenship FILIPINO 12 Claiming Foreign Tax Credits? ☐ Yes ☒ No 13 Foreign Tax Number, if applicable

14 Contact Number (Landline/Cellphone No.) 09752125035 15 Civil Status ☒ Single ☐ Married ☐ Legally Separated ☐ Widower

16 If married, spouse has income? ☐ Yes ☒ No 17 Filing Status ☐ Joint Filing ☒ Separate Filing

PART II - BACKGROUND INFORMATION ON SPOUSE

18 Spouse's TIN 19 RDO Code 20 Taxpayer Type ☐ Employee (Regular Rates) ☐ NRET/B* (25%)

21 Spouse's Name (Last Name, First Name, Middle Name)

22 Contact Number (Landline/Cellphone No.) 23 Citizenship

24 Claiming Foreign Tax Credits? ☐ Yes ☒ No 25 Foreign Tax Number, if applicable

PART III - TOTAL TAX PAYABLE (Do not enter zeroes. If zero, enter 0.00 or more rounded up)

Particulars	A. Tax payer/Filer	B. Spouse
26 Tax Due (Either from Part V.A Item 47A/B OR Part V.B 53A/B)	24,197.00	0.00
27 Less: Total Tax Credits/Payments (From Part V.C Item 58A/B)	29,610.00	0.00
28 Net Tax Payable (Overpayment) (Item 26 Less Item 27) (From Part V Item 59 A/B)	-5,413.00	0.00
29 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of item 28) (applicable only to employee subject to regular IT rates)	0.00	0.00
30 Amount of Tax payable (Overpayment) (Item 28 Less item 29)	-5,413.00	0.00
Add: Penalties 31 Interest	0.00	0.00
32 Surcharge	0.00	0.00
33 Compromise	0.00	0.00
34 Total Penalties (Sum of items 31 to 33)	0.00	0.00
35 Total Amount Payable (Overpayment) (Sum of items 30 and 34)	-5,413.00	0.00
36 Aggregate Amount Payable (Overpayment) (Sum of items 35A and 35B)	-5,413.00	0.00

I declare under the penalties of perjury that this return, and all attachments have been made in good faith, verified by me, and to the best of my knowledge and belief, are 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. (If

5. Jump to PAGE 2. Get your 2316 provided by Zendesk and fill out part 6.

1700 Annual Income Tax Return
Individuals Earning Purely Compensation Income
(Including Non-Business/Non-Profession Income)

January 2018 (REVISED)
Page 2

Taxpayer/Spouse Last Name
GARROVILLO

1700 01/18 ENC 5 P2

PART V - Computation of Tax

Subject to graduated rates, 80% in items 42 to 47; if subject to 25% flat rate, 80% in items 48 to 53. DO NOT enter Centavo or Less drop down; 50 or more round up.

Part V.A - Subject to Graduated Rates

	A) Taxpayer/Filer	B) Spouse
12 Gross Compensation Income (From Schedule 1 Item 54a/54b)	398,051.00	0.00
13 Less: Non-Taxable / Exempt Compensation	27,066.00	0.00
14 Gross Taxable Compensation Income (Item 12 Less Item 13)	370,985.00	0.00
15 Add: Other Taxable Non-Business/Non-Profession Income (Specify)	0.00	0.00
16 Total Taxable Income (Sum of Items 14 and 15)	370,985.00	0.00
17 Tax Due (Item 16 x Applicable Income Tax Rate (refer to tax table below) (To Part III Item 24))	24,197.00	0.00

Part V.B - Subject to 25% Flat Rate for NRANETB

	A) Taxpayer/Filer	B) Spouse
18 Gross Compensation Income (From Schedule 1 Item 54a/54b)	0.00	0.00
19 Less: Non-Taxable/Exempt Compensation (please specify)	0.00	0.00
20 Gross Taxable Compensation Income (Item 18 Less Item 19)	0.00	0.00
21 Add: Other Taxable Income (please specify)	0.00	0.00
22 Total Taxable Income (Sum of Items 20 and 21)	0.00	0.00
23 Tax Due (Item 22 x 25% Flat Rate) (To Part III Item 25)	0.00	0.00

Part V.C - Tax Credits/Payments (Attach proof)

	A) Taxpayer/Filer	B) Spouse
24 Tax Withheld per BIR Form No. 2316, if applicable (From Schedule 1 Item 54a/54b)	29,610.00	0.00
25 Tax Paid in Return Previously Filed, if there is an Amended Return	0.00	0.00
26 Foreign Tax Credits, if applicable	0.00	0.00
27 Other Tax Credits/Payments (Specify)	0.00	0.00
28 Total Tax Credits/Payments (Sum of Items 24 to 27) (To Part III Item 27)	29,610.00	0.00
29 Net Tax Payable (Overpayment) (Either Item 17 OR Item 23 Less Item 28) (To Part III Item 28)	-6,413.00	0.00

PART VI - Schedule

Schedule 1 - Gross Compensation Income and Tax Withheld (Attach Additional Sheet/s, if necessary)

Choose Compensation Income and Tax Withheld (On item 1, 2, 3 and 4, enter the required information for each of your employer/s and mark (X), whether the information is for the Taxpayer or the Spouse (should be separate item not even if both have the same employer). On item 5A, enter the Total Gross Compensation and Total Tax Withheld for the Taxpayer and on item 5B, for the Spouse. (DO NOT enter Centavo; 49 Centavo or Less drop down; 50 or more round up)

a. Name of Employer

	b. Employer's TIN	c. Compensation Income Subject to Regular/Graduated Rates	d. Compensation Income Subject to 25% Flat Rate	e. Tax Withheld
1 <input checked="" type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse ZENDESK INCORPORATED (PRESENT EMPLOYER)	008 - 686 - 927 - 144	113,441.00	22,688.00	
2 <input checked="" type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse BYKES ASA INC. (PREVIOUS EMPLOYER)	005 - 057 - 181 - 000	284,610.00	6,922.00	
3 <input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse		0.00	0.00	0.00
4 <input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse		0.00	0.00	0.00

Continuation of Schedule 1
(Enter the amount of compensation and tax corresponding to the above employer)

	c. Compensation Income Subject to Regular/Graduated Rates	d. Compensation Income Subject to 25% Flat Rate	e. Tax Withheld
1 (LINE 21 IN 2316)	113,441.00	(LINE 25a IN 2316)	22,688.00
2 (LINE 22 IN 2316)	284,610.00	(LINE 25b IN 2316)	6,922.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00
5A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Items 42A/45A and 54A)	398,051.00	0.00	29,610.00
5B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Items 42B/45B and 54B)	0.00	0.00	0.00

6. Once done, click VALIDATE and review your information.
7. Lastly, click Submit and you'll get this prompt:

eBIRForms Terms of Service Agreement (TOSA)

Thank you for using eBIRForms. By clicking Agree, you confirm that you have read, understood and agreed to the TOSA.

The full eBIRForms TOSA can be accessed [here](#).

OK Cancel

BIR Form No. 1700v2018

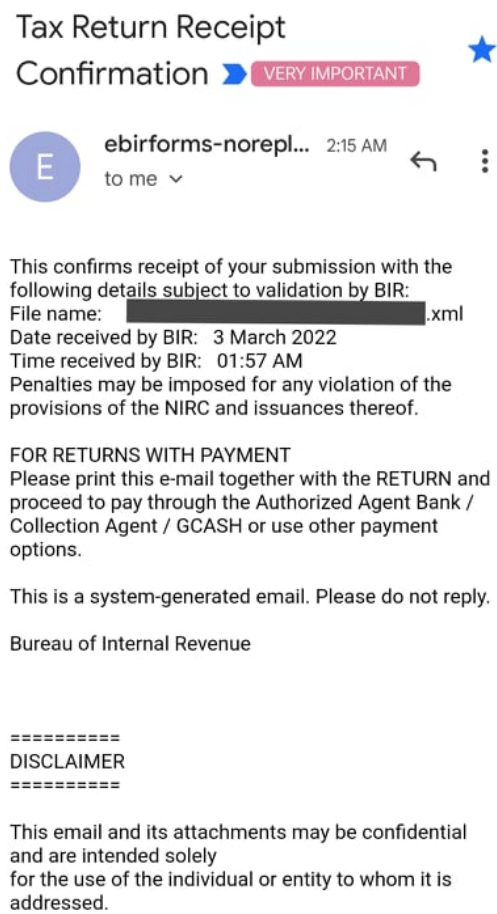
Submit Successful!

A notification will be sent to your email (RAKSEL13@GMAIL.COM). Please ensure that said email address is correct and check your inbox including your spam folder in the next few minutes for the email. Print or save the email as an evidence of e-filed return.

Note: There will be some delays on email sending of confirmation, please bear with us.

OK

8. You'll then receive an email that looks like this:



9. Di ko na sure yung next step. Hanggang dito nlang. HAHAHHA

Hope it helps,
Roxelle G. ❤️