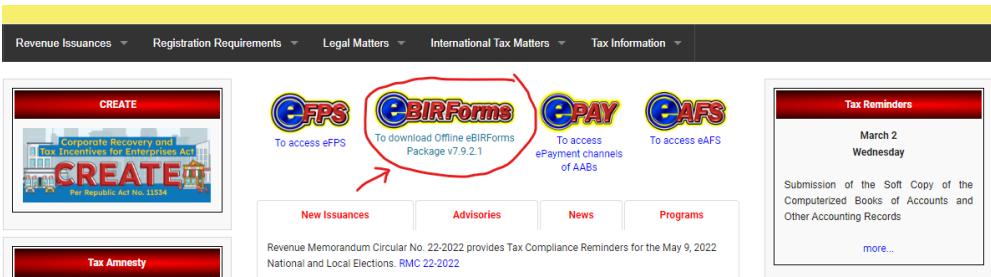


1. Go to <https://www.bir.gov.ph/index.php/home.html>.
2. Download the eBIR forms app in your windows laptop/pc.



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



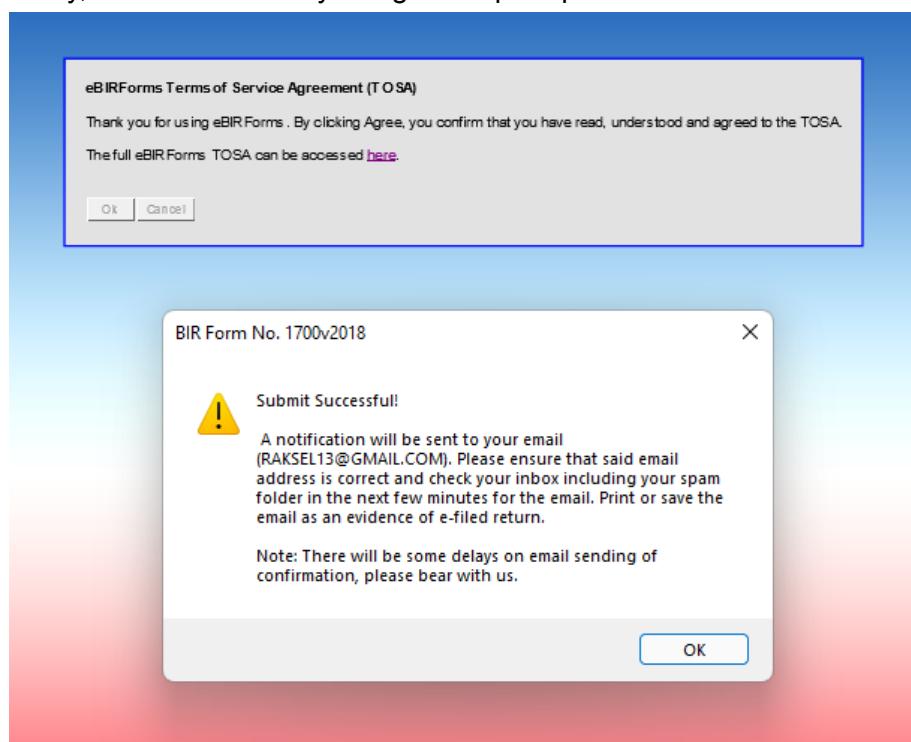
4. PAGE 1 - Fill in your personal information in **PART 1 ONLY**. It should look something like this:

|  |  |  |                                   |
|--|--|--|-----------------------------------|
| For BIR UCSI<br>Use Only <input type="checkbox"/>  |  | Republic of the Philippines<br>Department of Finance<br>Bureau of Internal Revenue                   |                                   |
| BIR Form No.<br><b>1700</b><br>January 2018 (BNCB)<br>Page 1   | <b>Annual Income Tax Return</b><br>Individuals Earning Purely Compensation Income<br>(including Non-Business & Non-Professional Income)<br>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. |  |                                   |
| 1 For the Year (YYYY) <input type="text" value="2021"/> 2 Amended Return? <input type="radio"/> Yes <input type="radio"/> No 3 Alphanumeric Tax Code (ATC) <input type="text" value="1011"/>   |  |  |                                   |
| <b>PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER</b>   |  |  |                                   |
| 4 Taxpayer Identification Number (TIN) <input type="text" value="477-478-545-000"/>  | 5 RDD Code <input type="text" value="044"/>  | 6 Taxpayer Type <input type="radio"/> Employee <input type="radio"/> NRANETB* (Regular Rates) (25%)  |                                   |
| 7 Taxpayer's Name (Last Name, First Name, Middle Name)<br><b>GARROVILLO, ROXELLE, DIMAGIBA</b>   |  |  |                                   |
| 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. 1902)<br><b>TEACHERS VILLAGE, POBLACION, PRESIDENT ROXAS, CAPIZ</b>  |  |  |                                   |
| 9 Date of Birth (MM/DD/YYYY) <input type="text" value="03/13/1995"/>   | 10 Email Address <input type="text" value="RAKSEL13@GMAIL.COM"/>   | 8A ZIP Code <input type="text" value="5803"/>  |                                   |
| 11 Citizenship <input type="text" value="FILIPINO"/>   | 12 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input checked="" type="radio"/> No   | 13 Foreign Tax Number, if applicable <input type="text"/>  |                                   |
| 14 Contact Number (Landline/Cellphone No.) <input type="text" value="09752125035"/>  | 15 Civil Status <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widower   |  |                                   |
| 16 If married, spouse has income? <input type="radio"/> Yes <input type="radio"/> No   | 17 Filing Status <input type="radio"/> Joint Filing <input type="radio"/> Separate Filing  |  |                                   |
| <b>PART II - BACKGROUND INFORMATION ON SPOUSE</b>  |  |  |                                   |
| 18 Spouse's TIN <input type="text"/>   | 19 RDD Code <input type="text"/>   | 20 Taxpayer Type <input type="radio"/> Employee (Regular Rates) <input type="radio"/> NRANETB* (25%) |                                   |
| 21 Spouse's Name (Last Name, First Name, Middle Name)<br><input type="text"/>  |  |  |                                   |
| 22 Contact Number (Landline/Cellphone No.) <input type="text"/>  | 23 Citizenship <input type="text"/>  |  |                                   |
| 24 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input type="radio"/> No  | 25 Foreign Tax Number, if applicable <input type="text"/>  |  |                                   |
| <b>PART III - TOTAL TAX PAYABLE</b> (DO NOT Print Carriers; if Carriers or Less drag down 20 or more round up)   |  |  |                                   |
| Particulars  |  | A. Taxpayer/Filer  | B. Spouse                         |
| 26 Tax Due (Either from Part V.A. Item 47A/B OR Part V.B 53A/B)  |  | <input type="text" value="24,197.00"/>   | <input type="text" value="0.00"/> |
| 27 Less Total Tax Credits/Payments (From Part V.C. Item 58A/B)   |  | <input type="text" value="29,610.00"/>   | <input type="text" value="0.00"/> |
| Net Tax Payable(Overpayment) (Item 26 Less Item 27)(From Part V Item 59)   |  | <input type="text" value="-5,413.00"/>   | <input type="text" value="0.00"/> |
| 28 <b>AB</b><br>Less Portion of Tax Payable Allowed for 2nd Instalment to be paid on or before October 15 (50% or less of Item 26) (Applicable only to employee subject to regular IT rates)   |  | <input type="text" value="0.00"/>  | <input type="text" value="0.00"/> |
| 30 Amount of Tax payable(Overpayment) (Item 28 Less Item 29)<br>Add: Penalties 31 Interest<br>32 Surcharge<br>33 Compromise  |  | <input type="text" value="-5,413.00"/>   | <input type="text" value="0.00"/> |
| 34 Total Penalties(Sum of Items 31 to 33)  |  | <input type="text" value="0.00"/>  | <input type="text" value="0.00"/> |
| 35 Total Amount Payable(Overpayment) (Sum of Items 30 and 34)  |  | <input type="text" value="-5,413.00"/>   | <input type="text" value="0.00"/> |
| 36 Aggregate Amount Payable(Overpayment) (Sum of Items 35A and 35B)  |  | <input type="text" value="-5,413.00"/>   |                                   |
| I declare under the penalties of perjury that this return, and all its 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 |  |  |                                   |

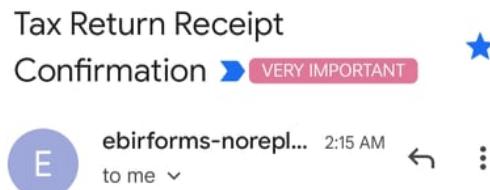
5. Jump to PAGE 2. Get your 2316 provided by Zendesk and fill out part 6.

|  |   |  |  |   |  |
|--|---|--|--|---|--|
| BIR Form No.<br><b>1700</b><br>January 2018 (BIRCS)<br>Page 2  |   | Annual Income Tax Return<br>Individuals Earning Purely Compensation Income<br>(Including Non-Business/Non-Profession Income) |  | <br>1700 01/18ENCS.P2 |  |
| TIN<br>177 478 545 000   | Taxpayer/Filer's Last Name<br>GARROVILLO  |  |  |   |  |
| <b>PART V - Computation of Tax</b>   |   |  |  |   |  |
| <small>Subject to graduated rates, 6% in Items 42 to 47; if subject to 25%, 6% in Items 48 to 53. DO NOT enter Centavos or Less than drop down 50 or more round up.</small>  |   |  |  |   |  |
| <b>Part V.A - Subject to Graduated Rate</b>  |   | <b>A) Taxpayer/Filer</b>   |  | <b>B) Spouse</b>  |  |
| 12. Gross Compensation Income (From Schedule 1 Item 54a/54c)   |   | 398,051.00   |  | 0.00  |  |
| 13. Less: Non-Taxable / Exempt Compensation  |   | 27,066.00  |  | 0.00  |  |
| 14. Gross Taxable Compensation Income (Item 42 Less Item 43)   |   | 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 44 and 45)  |   | 370,985.00   |  | 0.00  |  |
| 17. Tax Due (Item 46 x Applicable Income Tax Rate (refer to Taxable below)) (To Part VI Item 25)   |   | 24,197.00  |  | 0.00  |  |
| <b>Part V.B - Subject to 25% Flat Rate for NRANETB</b>   |   |  |  |   |  |
| 18. Gross Compensation Income (From Schedule 1 Item 54a/54c)   |   | 0.00   |  | 0.00  |  |
| 19. Less: Non-Taxable/Exempt Compensation (please specify)   |   | 0.00   |  | 0.00  |  |
| 20. Gross Taxable Compensation Income (Item 42 Less Item 48)   |   | 0.00   |  | 0.00  |  |
| 21. Add: Other Taxable Income (please specify)   |   | 0.00   |  | 0.00  |  |
| 22. Total Taxable Income (Sum of Items 50 and 51)  |   | 0.00   |  | 0.00  |  |
| 23. Tax Due (Item 52 x 25% Flat Rate) (To Part VI Item 25)   |   | 0.00   |  | 0.00  |  |
| <b>Part V.C - Tax Credits/Payments (attach proof)</b>  |   |  |  |   |  |
| 24. Tax Withheld per BIR Form No. 2316, if applicable (From Schedule 1 Item 54a/54c)   |   | 29,610.00  |  | 0.00  |  |
| 25. Tax Paid in Return Previously Filed, if this 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 54 to 57) (To Part VI Item 27)  |   | 29,610.00  |  | 0.00  |  |
| 29. Net Tax Payable/Overpayment (Either Item 47 OR Item 53 Less Item 58) (To Part VI Item 28)  |   | -6,413.00  |  | 0.00  |  |
| <b>PART VI - Schedule 1</b>  |   |  |  |   |  |
| <small>Schedule 1 - Gross Compensation Income and Tax Withheld (Attach Additional Sheets, if necessary)</small>  |   |  |  |   |  |
| <small>Enter Compensation Income and Tax Withheld (On Item 1,2 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 but, 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 Centavos or Less than drop down 50 or more round up)</small> |   |  |  |   |  |
| <small>a. Name of Employer</small>   |   |  |  |   |  |
| 1 <input checked="" type="checkbox"/> Taxpayer<br><input type="checkbox"/> Spouse  | ZENDESK INCORPORATED (PRESENT EMPLOYER)   |  |  |   |  |
| 2 <input checked="" type="checkbox"/> Taxpayer<br><input type="checkbox"/> Spouse  | SYKES ASIA INC. (PREVIOUS EMPLOYER)       |  |  |   |  |
| 3 <input type="checkbox"/> Taxpayer<br><input type="checkbox"/> Spouse   | b. Employer/ATIN [005] - 386 - 327 - 044  |  |  |   |  |
| 4 <input type="checkbox"/> Taxpayer<br><input type="checkbox"/> Spouse   | b. Employer/ATIN [005] - 357 - 181 - 0000 |  |  |   |  |
| 5 <input type="checkbox"/> Taxpayer<br><input type="checkbox"/> Spouse   | b. Employer/ATIN [ ] - [ ] - [ ] - [ ]    |  |  |   |  |
| 6 <input type="checkbox"/> Taxpayer<br><input type="checkbox"/> Spouse   | b. Employer/ATIN [ ] - [ ] - [ ] - [ ]    |  |  |   |  |
| <b>Continuation of Schedule 1</b><br><small>Enter the amount of compensation and tax corresponding to the above employee</small>   |   | <b>c. Compensation Income Subject to Regular/Graduated Rates</b>   | <b>d. Compensation Income Subject to 25% Flat Rate</b> | <b>e. Tax Withheld</b>  |  |
| 1 <b>(LINE 21 IN 2316)</b>   | 113,441.00                                | <b>(LINE 25a IN 2316)</b>  | 22,688.00  |   |  |
| 2 <b>(LINE 22 IN 2316)</b>   | 284,610.00                                | <b>(LINE 25b IN 2316)</b>  | 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 MAX/AYB/M (To Part V Items 42A/48A and 54a)   | 398,051.00                                | 0.00   | 29,610.00  |   |  |
| 5B. Gross Compensation Income and Total Tax Withheld for BIR/USE (To Part V Items 42B/48B 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:



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



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

Hope it helps,  
Roxelle G. ❤