

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

November 20, 2007

REVENUE MEMORANDUM CIRCULAR NO. 3-2008

SUBJECT : Transition Procedures for All eFPS Filers in Using the Enhanced BIR Form No. 1702Q – Quarterly Income Tax Return for Corporations and Partnerships [October 2007 (ENCS)]

TO : All Internal Revenue Officials, Employees and Others Concerned

Pursuant to the implementation of Revenue Regulations (RR) No. 12-2007, amending certain provisions of RR No. 9-98, relative to the payment of Minimum Corporate Income Tax (MCIT) imposed on domestic corporations and resident foreign corporations, the **Enhanced BIR Form 1702Q – Quarterly Income Tax Return for Corporations and Partnerships [October 2007 (ENCS)]** is now available in all Revenue District Offices (RDOs) and Large Taxpayers Offices. The said form can also be downloaded through the BIR's official website – www.bir.gov.ph under BIR Forms and Income Tax Return (Individuals, Corporations, Capital Gains) Link. However, the said enhanced BIR Form 1702Q is not yet available in the eFPS. In view thereof, the following are the work-around procedures to be adopted by all eFPS filers until such time that the enhanced BIR Form 1702Q becomes available in the eFPS:

1. eFPS filers who will be paying the normal income tax shall file using the existing BIR Form 1702Q available in the eFPS and proceed to ePayment;
2. If their income tax due is the MCIT, eFPS filers may have the following options:
 - a. They may electronically file their quarterly income tax return through the eFPS facility using the existing online BIR Form 1702Q by filling-up the Special Rate Column;

Once the enhanced 1702Q becomes available for eFPS filing, taxpayer shall be required to file an amended return;

- b. They may also file their return manually by accomplishing BIR Form 1702Q [October 2007 (ENCS)] (Annex "A") or the downloadable copy of the BIR form from the BIR's official website. The return must be filed with the corresponding payment to any Authorized Agent Bank (AABs) located within the territorial jurisdiction of the Revenue District Office/Large Taxpayers Office where the taxpayer's principal office is registered.

If there is no payment required, the taxpayer shall file the abovementioned return with the Revenue District Office (RDO)/Large Taxpayers Office having jurisdiction over the principal office of the taxpayer;

3. All filers should submit the required Summary Alphalist of Withholding Agents of Income Payments Subjected to Withholding Tax at Source (SAWT) through the BIR's official website – www.bir.gov.ph by clicking the **"eSUBMISSION"** icon and fill-up all the necessary or required information such as:
 - a. Taxpayer Identification Number (TIN);
 - b. Taxpayer's Registered Name;
 - c. Registered Address; and
 - d. E-mail Address/es;
4. Submit the attachments but make sure that the naming convention is observed (the accepted file extension: .dat, .csv within a .zip file), then click "SEND"; and
5. Wait for the acknowledgement receipt and a validation report which will be sent to the taxpayer's email address within 24 hours upon e-Submission of the attachments.

All concerned are hereby enjoined to give this Circular a wide publicity as possible.

(Original Signed)
LILIAN B. HEFTI
Commissioner of Internal Revenue