

(To be filled up by the BIR)

DLN: Taxpayer PSOC: PSIC: Spouse PSOC: PSIC:

Republika ng Pilipinas  
Kagawaran ng Pananalapi  
Kawanihan ng Rentas Internas

# Quarterly Income Tax Return

BIR Form No.

# 1701Q

For Self-Employed, Professionals, Estates, and Trusts  
(Including those w/ both Business & Compensation Income)

July, 1999 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

|                       |           |                  |                          |
|-----------------------|-----------|------------------|--------------------------|
| 1 For the Year (YYYY) | 2 Quarter | 3 Amended Return | 4 No. of sheets attached |
|-----------------------|-----------|------------------|--------------------------|

### Part I Background Information

|  |             |                                    |                                |  |                                    |  |  |
|--|-------------|------------------------------------|--------------------------------|--|------------------------------------|--|--|
| Taxpayer/Filer   |             |                                    |                                | Spouse   |                                    |  |  |
| 5 TIN  | 6 RDO Code  | 7 TIN                              | 8 RDO Code                     |  |                                    |  |  |
| 9 Taxpayer's Name (Last Name, First Name, Middle Name)(Estates & Trusts)         |             |                                    |                                | 10 Spouse's Name (Last Name, First Name, Middle Name)(If applicable) |                                    |  |  |
| 11 Registered Address  |             |                                    |                                | 12 Registered Address  |                                    |  |  |
| 13 Date of Birth (MM/DD/YYYY)  | 14 Zip Code | 15 Telephone Number                | 16 Date of Birth (MM/DD/YYYY)  | 17 Zip Code  | 18 Telephone Number                |  |  |
| 19 Line of Business/Occupation   | 20 ATC      | Compensation Business Mixed Income | 21 Line of Business/Occupation | 22 ATC   | Compensation Business Mixed Income |  |  |
| 23 Method of Deduction   |             |                                    | 24 Method of Deduction         |  |                                    |  |  |
| 25 Are you availing of tax relief under Special Law or International Tax Treaty? |             |                                    |                                |  |                                    |  |  |

### Part II Computation of Tax

| Declaration This Quarter   |     | Taxpayer/Filer |     | Spouse |  |
|--|-----|----------------|-----|--------|--|
| 26 Sales/Revenues/Receipts   | 26A |                | 26B |        |  |
| 27 Add: Amount Rec'd by a partner from General Professional Partnership (except loans) | 27A |                | 27B |        |  |
| 28 Total   | 28A |                | 28B |        |  |
| 29 Less: Cost of Sales/Service   | 29A |                | 29B |        |  |
| 30 Gross Income from Operation   | 30A |                | 30B |        |  |
| 31 Add: Other Income   | 31A |                | 31B |        |  |
| 32 Total Gross Income  | 32A |                | 32B |        |  |
| 33 Less: Deductions  | 33A |                | 33B |        |  |
| 34 Taxable Income This Quarter   | 34A |                | 34B |        |  |
| 35 Add: Taxable Income Previous Quarter(s)   | 35A |                | 35B |        |  |
| 36 Taxable Income to Date  | 36A |                | 36B |        |  |
| 37 Tax Due   | 37A |                | 37B |        |  |
| [Aggregate Tax Due(Sum of Items 37A & 37B)]  |     | 37C            |     |        |  |
| 38 Less: Tax Credit/Payments   |     |                |     |        |  |
| Prior Years' Excess Credits  | 38A |                | 38B |        |  |
| Tax Payment(s) for the Previous Quarter(s)   | 38C |                | 38D |        |  |
| Creditable Tax Withheld for the Previous Quarter (s)                                   | 38E |                | 38F |        |  |
| Creditable Tax Withheld Per BIR Form 2307 for this Quarter                             | 38G |                | 38H |        |  |
| Tax Paid in Return Previously Filed, if this is an amended return                      | 38I |                | 38J |        |  |
| Total Tax Credits/Payments (Sum of 38A,C,E, & G, I/ 38B,D,F,H & J)                     | 38K |                | 38L |        |  |
| 39 Tax Payable (Overpayment) ( 37A less 38K & 37B less 38L)                            | 39A |                | 39B |        |  |
| 40 Add: Penalties  | 40A |                | 40B |        |  |
| Surcharge  | 40C |                | 40D |        |  |
| Interest   | 40E |                | 40F |        |  |
| Compromise   | 40G |                | 40H |        |  |
| Total Penalties (Sum of Items 40A,C,E/40B,D,F)   | 40I |                | 40J |        |  |
| 41 Total Amount Payable/ (Overpayment)(39A+40G/39B+40H)                                | 41A |                | 41B |        |  |
| Aggregate Amount Payable/(Overpayment) ( Sum of Items 41A & 41B)                       | 41C |                |     |        |  |

I declare under penalties of perjury, that this return has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.

42 Taxpayer/Authorized Agent (Signature Over Printed Name) 43 Title/Position of Signatory

### Part III Details of Payment

| Particulars             | Drawee Bank/ Agency | Number | Date |     |      | Amount |
|-------------------------|---------------------|--------|------|-----|------|--------|
|                         |                     |        | MM   | DD  | YYYY |        |
| 44 Cash/Bank Debit Memo |                     |        |      |     |      | 44     |
| 45 Check                | 45A                 | 45B    | 45C  | 45D |      | 45D    |
| 46 Tax Debit Memo       | 46A                 | 46B    | 46C  | 46D |      | 46D    |
| 47 Others               | 47A                 | 47B    | 47C  | 47D |      | 47D    |

Stamp of Receiving Office and Date of Receipt

Machine Validation/Revenue Official Receipt Details (If not filed with the bank)

**TAX TABLE****If TAXABLE INCOME is:**

|                                       |  |
|---------------------------------------|--|
| Not over P 10,000                     |  |
| Over P 10,000 but not over P 30,000   |  |
| Over P 30,000 but not over P 70,000   |  |
| Over P 70,000 but not over P 140,000  |  |
| Over P 140,000 but not over P 250,000 |  |
| Over P 250,000 but not over P 500,000 |  |
| Over P 500,000                        |  |

**TAX DUE is:**

|                 |                    |           |
|-----------------|--------------------|-----------|
|                 | 5%                 |           |
| P 500 + 10%     | of the excess over | P 10,000  |
| P 2,500 + 15%   | of the excess over | P 30,000  |
| P 8,500 + 20%   | of the excess over | P 70,000  |
| P 22,500 + 25%  | of the excess over | P 140,000 |
| P 50,000 + 30%  | of the excess over | P 250,000 |
| P 125,000 + 34% | of the excess over | P 500,000 |

Note: Effective January 1, 1999, the maximum rate will be changed to 33% and 32% on January 1, 2000.

**BIR Form 1701Q - Quarterly Income Tax Return  
GUIDELINES AND INSTRUCTIONS**

**Who Shall File**

This return shall be filed in triplicate by the following individuals regardless of amount of gross income:

- 1) A resident citizen engaged in trade, business, or practice of profession within and without the Philippines.
- 2) A resident alien, non-resident citizen or non-resident alien individual engaged in trade, business or practice of profession within the Philippines.
- 3) A trustee of a trust, guardian of a minor, executor/administrator of an estate, or any person acting in any fiduciary capacity for any person, where such trust, estate, minor, or person is engaged in trade or business.

An individual whose sole income has been subjected to final withholding tax, or who is exempt from income tax pursuant to the Tax Code and other laws, is not required to file an income tax return.

Married individuals shall file a return for the taxable year to include the income of both spouses, computing separately their individual income tax based on their respective total taxable income. Where it is impracticable for the spouses to file one return, each spouse may file a separate return of income. If any income cannot be definitely attributed to or identified as income exclusively earned or realized by either of the spouses, the same shall be divided equally between the spouses for the purpose of determining their respective taxable income.

The income of unmarried minors derived from property received from a living parent shall be included in the return of the parent except (1) when the donor's tax has been paid on such property, or (2) when the transfer of such property is exempt from donor's tax.

If the taxpayer is unable to make his own return, the return may be made by his duly authorized agent or representative or by the guardian or other person charged with the care of his person or property, the principal and his representative or guardian assuming the responsibility of making the return and incurring penalties provided for erroneous, false or fraudulent returns.

Compensation income need not be reported in the Quarterly Income Tax Return. The same shall be reported in the Annual Income Tax Return only.

**When and Where to File**

The return of the taxpayers shall be filed as follows:

|          |  |
|----------|--|
| 1st qtr  | On or before April 15 of the current taxable year    |
| 2nd qtr. | On or before August 15 of the current taxable year   |
| 3rd qtr. | On or before November 15 of the current taxable year |

The income tax return shall be filed with any Authorized Agent Bank (AAB) located within the territorial jurisdiction of the Revenue District Office where the taxpayer is required to register/where the taxpayer has his legal residence or place of business in the Philippines. In places where there are no AABs, the return shall be filed directly with the Revenue Collection Officer or duly Authorized City or Municipal Treasurer of the Revenue District Office where the taxpayer is required to register/where the taxpayer has his legal residence or place of business in the Philippines, the return shall be filed with the Office of Commissioner or Revenue District Office No. 39, South Quezon City.

(It is suggested, however, that the tax return be filed with the appropriate collection agent of the Revenue District Office where the taxpayer is required to register.)

**When and Where to Pay**

Upon filing of his return, the estimated tax due shall be paid to the Authorized Agent Bank (AAB) where the return is filed. In places where there are no AABs, payments shall be made directly to the Revenue Collection Officer or Duly Authorized City or Municipal Treasurer who shall issue Revenue Official Receipt (BIR Form 2524) therefor.

Where the return is filed with an AAB, the lower portion of the return must be properly machine-validated and stamped by the Authorized Agent Bank to serve as the receipt of payment. The machine validation shall reflect the date of payment, amount paid and transaction code, and the stamp mark shall show the name of the bank, branch code, teller's name and teller's initial. The AAB shall also issue an official receipt or bank debit advice or credit document, whichever is applicable, as additional proof of payment.

**Estimated Income Tax Liability**

The taxpayers specified above shall make and file a declaration of his estimated income for the current period from which he shall derive his estimated tax.

**Penalties**

There shall be imposed and collected as part of the tax:

1. A surcharge of twenty five percent (25%) for each of the following violations:
  - a. Failure to file any return and pay the amount of tax or installment due on or before the due date;
  - b. Unless otherwise authorized by the Commissioner, filing a return with a person or office other than those with whom it is required to be filed;
  - c. Failure to pay the full or part of the amount of tax shown on the return, or the full amount of tax due for which no return is required to be filed on or before the due date;
  - d. Failure to pay the deficiency tax within the time prescribed for its payment in the notice of assessment.
2. A surcharge of fifty percent (50%) of the tax or of the deficiency tax, in case any payment has been made on the basis of such return before the discovery of the falsity or fraud, for each of the following violations:
  - a. Willful neglect to file the return within the period prescribed by the Code or by rules and regulations; or
  - b. In case a false or fraudulent return is willfully made.
3. Interest at the rate of twenty percent (20%) per annum, or such higher rate as may be prescribed by rules and regulations, on any unpaid amount of tax, from the date prescribed for the payment until the amount is fully paid.
4. Compromise penalty.

**Attachments Required**

1. Certificate of Income Payments not Subject to Withholding Tax (BIR Form 2304), if applicable;
2. Certificate of Creditable Tax Withheld at Source (BIR Form 2307), if applicable;
3. Duly Approved Tax Debit Memo, if applicable.

The quarterly income tax return does not have to be accompanied with Account Information Form and/or Financial Statements.

Note: All background information must be properly filled up.

- Boxes Nos. 1 and 2 refer to transaction period and not the date of filing this return.
- The last 3 digits of the 12-digit TIN refers to the branch code.
- TIN = Taxpayer Identification Number.

ENCS