

(To be filled up by the BIR)

▶ **DIN:**

▶ **Taxpayer PSOC:**

▶ **PSIC:**

▶ **Spouse PSOC:**

▶ **PSIC:**

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Quarterly Income
Tax Return

BIR Form No.
1701Q
July, 1999 (ENCS)

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

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

1 For the Year (YYYY) ▶

2 Quarter ▶ 1st 2nd 3rd

3 Amended Return ▶ Yes No

4 No. of sheets attached

Part I

Background Information

Taxpayer/Filer

5 TIN ▶

6 RDO Code ▶

9 Taxpayer's Name (Last Name, First Name, Middle Name) (Estates & Trusts) ▶

11 Registered Address ▶

13 Date of Birth (MM/DD/YYYY) ▶

14 Zip Code ▶

15 Telephone Number ▶

19 Line of Business/Occupation ▶

20 ATC 11 0 1 1 Compensation
 11 0 1 2 Business
 11 0 1 3 Mixed Income

23 Method of Deduction ▶ 10 %
 Itemized Deduction Optional Standard Deduction

Spouse

7 TIN ▶

8 RDO Code ▶

10 Spouse's Name (Last Name, First Name, Middle Name) (If applicable) ▶

12 Registered Address ▶

16 Date of Birth (MM/DD/YYYY) ▶

17 Zip Code ▶

18 Telephone Number ▶

21 Line of Business/Occupation ▶

22 ATC 11 0 1 1 Compensation
 11 0 1 2 Business
 11 0 1 3 Mixed Income

24 Method of Deduction ▶ 10 %
 Itemized Deduction Optional Standard Deduction

25 Are you availing of tax relief under Special Law or International Tax Treaty? Yes No If yes, specify

Part II

Computation of Tax

Declaration This Quarter

26 Sales/Revenues/Receipts

27 Add: Amount Rec'd by a partner from General Professional Partnership (except loans)

28 Total

29 Less: Cost of Sales/Service

30 Gross Income from Operation

31 Add: Other Income

32 Total Gross Income

33 Less: Deductions

34 Taxable Income This Quarter

35 Add: Taxable Income Previous Quarter(s)

36 Taxable Income to Date

37 Tax Due

[Aggregate Tax Due (Sum of Items 37A & 37B)]

38 Less: Tax Credit/Payments

Prior Years' Excess Credits

Tax Payment(s) for the Previous Quarter(s)

Creditable Tax Withheld for the Previous Quarter (s)

Creditable Tax Withheld Per BIR Form 2307 for this Quarter

Tax Paid in Return Previously Filed, if this is an amended return

Total Tax Credits/Payments (Sum of 38A,C,E, & G, I/ 38B,D,F,H & J)

39 Tax Payable (Overpayment) (37A less 38K & 37B less 38L)

40 Add: Penalties Surcharge

Interest

Compromise

Total Penalties (Sum of Items 40A,C,E/40B,D,F)

41 Total Amount Payable/ (Overpayment) (39A+40G/39B+40H)

Aggregate Amount Payable/(Overpayment) (Sum of Items 41A & 41B)

Computation of Tax

Taxpayer/Filer

26A

27A

28A

29A

30A

31A

32A

33A

34A

35A

36A

37A

38A

38C

38E

38G

38I

38K

39A

40A

40C

40E

40G

41A

Spouse

26B

27B

28B

29B

30B

31B

32B

33B

34B

35B

36B

37B

38B

38D

38F

38H

38J

38L

39B

40B

40D

40F

40H

41B

37C

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

43

Taxpayer/Authorized Agent (Signature Over Printed Name)

Title/Position of Signatory

Part III

Details of Payment

Particulars

Drawee Bank/ Agency

Number

Date

MM

DD

YYYY

Amount

44 Cash/Bank Debit Memo.....▶

45 Check ▶ 45A 45B 45C 45D

46 Tax Debit Memo▶

46B 46C

47 Others ▶ 47A 47B 47C 47D

Stamp of Receiving Office and Date of Receipt

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

TAX TABLE				TAX DUE is:	
If TAXABLE INCOME is:				5%	
Not over P	10,000			P	500 + 10% of the excess over P 10,000
Over P	10,000 but not over P	30,000		P	2,500 + 15% of the excess over P 30,000
Over P	30,000 but not over P	70,000		P	8,500 + 20% of the excess over P 70,000
Over P	70,000 but not over P	140,000		P	22,500 + 25% of the excess over P 140,000
Over P	140,000 but not over P	250,000		P	50,000 + 30% of the excess over P 250,000
Over P	250,000 but not over P	500,000		P	125,000 + 34% of the excess over P 500,000
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.