TAX ADVISORY

Pursuant to the applicable provisions of the Tax Reform for Acceleration and Inclusion (TRAIN) Law and due to the forthcoming deadline on January 31, 2019 for the submission of annual Alphabetical List of Employees/Payees From Whom Taxes Were Withheld (alphalist) as part of the filing of the Annual Information Return, the Alphalist Data Entry and Validation Module has already been revised under Version 6.1 and can now be downloaded from the Bureau’s website at www.bir.gov.ph by following the steps below:

1. Click on the “Downloadables” button at the lower left side of the page;

2. Scroll down to search for the section showing the “Alphalist Data Entry and Validation Module Version 6.1”; and

3. Follow the instructions stated on the said section to install the module.

The annual alphalist shall be submitted either through the eSubmission facility (esubmission@bir.gov.ph) of the Bureau or through the dedicated email account of the Revenue District Office (RDO) having jurisdiction over the withholding agent’s registered address. For the guidance of all concerned, please see Annex “A” of Revenue Memorandum Circular No. 5-2014 for the list of dedicated email accounts of the RDOs.

It should be noted, however, by the taxpayers-users that the updated version still contains the old printable forms which will be updated and included in a subsequent enhanced version that will be officially released at the soonest time possible.

Issued this 17th day of January 2019.

Quezon City, Metro Manila

CAESAR R. DULAY
Commissioner of Internal Revenue

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