About eTIS-1

What is eTIS-1?

eTIS-1 is BIR’s new tax administration system that will replace the existing Integrated Tax System (ITS). It is being introduced to modernize and improve revenue administration processes in the Philippines.

It is one of the 44 priority projects of the BIR under its Reform Master Plan. The development of the system is aligned with President Benigno Aquino III’s Call for Change and directive to promote transparency and good governance in the government service.

Who supports and implements the eTIS-1 project?

eTIS-1 project is funded by the Millennium Challenge Corporation (MCC) under the USD 54.3 million grant for the Revenue Administration Reform Project in the compact signed between the Government of the Philippines and the US Government.

The Philippine Compact Program was signed on 23 September 2010 with projects focusing on improving revenue administration, poverty reduction as well as road reconstruction and rehabilitation. The Millennium Challenge Account-Philippines (MCA-P) was established as the accountable entity for compact implementation.

BIR’s implementing partners for eTIS-1 include INDRA who is responsible for the development of eTIS-1 solution and PwC who provides independent assurance.

To help promote understanding and acceptance of eTIS-1 by all internal stakeholders, the Bureau is also being supported by the change management consortium of Accounting and Audit Reform Consultants (AARC) and White Young and Green (WYG) International.

What are the benefits associated with implementing eTIS-1?

eTIS-1 is a modern platform that will provide easier processing of taxpayer administration and transactions through a graphic user interface (GUI) and a central database.

Implementing eTIS-1 will result in significant benefits such as: detailed tax information, a cleaner database, greater accountability, more informed decisions and strategies and improved use of resources.

Will taxpayers use eTIS-1?

No. eTIS-1 is an internal IT system limited for BIR use only.

During go live, will there still be ITS?

Yes but only one ITS user (CSS Chief) in each office will be up to facilitate registration workarounds using ITS.

Describe how eTIS-1 can be used to increase collection.

eTIS-1 will serve as a much more complete, accurate and reliable basis of information for management to identify policies and strategies that will help achieve collection targets.
What is eTIS-1 Taxpayer Registration System?
eTIS-1 TRS is an eTIS-1 functionality that facilitates registration of taxpayer and assignment of a Tax Identification Number (TIN). It is the counterpart of REG in ITS.

When is the release of TRS?
Following the directive of the Management Committee (MAN-COM) on 09 February 2015, the Taxpayer Registration System module of the Electronic Tax Information System (eTIS-1) will go live on 12 February 2015 on a staged basis, starting with RDO 50 (Atrium) of Revenue Region 8 and LTD Makati of the Large Taxpayer Service (LTS). Rollout schedule for the rest of the pilot sites i.e National Office, the Large Taxpayer Service, Large Taxpayer Divisions (Makati and Cebu), Revenue Region 8 and its respective Revenue District Offices (RDOs) is shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Pilot Offices</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Feb 2015</td>
<td>RDO 44</td>
<td>Taguig</td>
</tr>
<tr>
<td>02 Mar 2015</td>
<td>RDO 47</td>
<td>Malugay, Makati</td>
</tr>
<tr>
<td>17 Mar 2015</td>
<td>RDO 48</td>
<td>Malugay, Makati</td>
</tr>
<tr>
<td>17 Mar 2015</td>
<td>RDO 49</td>
<td>Malugay, Makati</td>
</tr>
<tr>
<td>27 Mar 2015</td>
<td>RDO 51</td>
<td>Pasay</td>
</tr>
<tr>
<td>27 Mar 2015</td>
<td>RDO 52</td>
<td>Parañaque</td>
</tr>
<tr>
<td>27 Mar 2015</td>
<td>RDO 53A</td>
<td>Las Piñas</td>
</tr>
<tr>
<td>27 Mar 2015</td>
<td>RDO 53B</td>
<td>Muntinlupa</td>
</tr>
<tr>
<td>27 Mar 2015</td>
<td>All LTS and NO</td>
<td>NO</td>
</tr>
<tr>
<td>20 Apr 2015</td>
<td>LTD Cebu</td>
<td>Cebu</td>
</tr>
</tbody>
</table>

Who is responsible for encoding taxpayer’s information during registration?
The Client Support Section (CSS) for RDOs and Large taxpayer Assistance Division (LTAD) for LT personnel will be responsible in encoding taxpayers information.

In TRS, can we tag withholding tax?
No. We did not create a system for Fiscal Year on Withholding Tax.

With eTIS-1, can taxpayer now pay anywhere?
No. We do not authorize out-of-district payment. It is still subject to penalty.

Can eTIS-1 process/handle the request for change in accounting period?
Changing of accounting type/period from calendar to fiscal, fiscal to fiscal, and fiscal to calendar can be done in eTIS-1 through the Manage Financial detail functionality.

What is de-registration of taxpayers/tax type?
De-registration in eTIS-1 is equivalent of end-dating in ITS which can be applied to the taxpayer, tax types and form types.

How about taxpayers with multiple TINs? Which TIN will the taxpayers retain?
In eTIS-1 TRS, there is a facility to clean up the database. The consolidated, single database in eTIS-1 will help detect multiple TINs through the potential duplicates feature. Multiple TIN registration occurs due to multiple databases in ITS.

Is the migration of registration data already being done?
One-time data migration and conversion from the Integrated Tax System (ITS) to eTIS-1 is being completed. However, due to the voluminous data being migrated, batch periodic update and data synchronization of records from eTIS-1 to ITS will not be available on 12 February 2015.

When do we suspend tax type?
A tax type is suspended when a taxpayer is being audited to prevent the possibility that he/she would file an amended return. This will prevent the generation of stop-filer cases for taxpayers applying for cancellation of business or suspension of tax types. A taxpayer can have one or more tax types suspended.

Is there an online registration for eTIS-1?
No. eTIS-1 is an internal application limited to BIR users only. However, taxpayers may opt to register online using the web-based eREG system.

What type of ID is required from the corporations?
Any valid ID of the authorized representative is required. The authorized representative/contact person should be registered in eTIS database to proceed with the registration.

What address details should the taxpayer provide to BIR?
One mandatory address is needed. Depending on the taxpayer, it could be home or business address depending on the taxpayer type.

Will it be possible to tag inactive taxpayers in eTIS-1? What about blacklisted taxpayers?
Yes. In eTIS-1, it is possible to tag/untag inactive taxpayers, making it easier to monitor and quantify them. Blacklisted taxpayers will be tagged under ‘reason’. Once tagged as inactive, they will be suspended automatically.

How does eTIS-1 update taxpayers registration information?
Under the manage taxpayer menu of eTIS-1 TRS, the update taxpayer functionality enables authorized users to update/modify the registration information of a taxpayer. When taxpayers details e.g business address, business information, PSIC, PSOC are updated or when there are modifications in the incentive...
tab, exemption tab, identification tab, attachment tab and books of accounts tab, an email confirmation will automatically be sent to taxpayers.

The TAMP status is indicated in the additional details of the Update Taxpayer process. When a taxpayer qualifies in this program, the record may be updated.

Will printing of TIN cards be done directly from eTIS-1?
Yes, the details of the TIN will be extracted and printed from the eTIS-1 system.

What will happen if a taxpayer transfers to another district office?
In eTIS-1, the transfer taxpayer functionality allows the old RDO to initiate the transfer of the taxpayer to the new RDO. It captures the reason for transfer, the Transfer Commitment Form Reference and other relevant notes.

What if the spouse to be tagged is already married to another taxpayer?
The last instance of the update shall prevail.

What if the business owner/taxpayer will be out of the country for 3 months and will temporarily stop business operations?
BIR will suspend the affected tax types of the taxpayer.

When will the occupation tab be available?
Occupations tab will be available only if the taxpayer type is Professional or blended with professional.

Will the unemployed wife without TIN may still be tagged as spouse?
Yes, we can input the spouse information via Find Taxpayer or Manual Name input.

How will the tagged dependents be changed?
A batch job will run to update the status of dependents (whether still qualified or not)

Is it mandatory to check and go through the potential duplicates tab?
Yes, it is mandatory during initial registration of individual, non-individual, branch, and update of any taxpayer.

Why is ‘email’ the required contact method in registration of business taxpayer?
eTIS will be sending-out email notifications to taxpayers for identified transactions in the system.

Is there a maximum number of files allowed to be attached?
Up to 15 attachments per transaction can be uploaded. Files to be attached should not exceed 1 MB.

Will scanning of attachments start on Go Live?
Not yet. Use of the TRS’ attachment tab functionality for the scanning and uploading of taxpayers’ document will commence during Q1 2015 to allow time for the procurement and installation of the scanners. MCA-P will likely receive scanners in mid-February. Workaround procedures on scanning will also be released to end-users.

How will eREG link to TRS?
eREG will remain a stand alone, web based facility for online registration of taxpayers and is connected to ITS which is the source of database of eTIS-1.

Can end-users update the Registration Date of the Trade Name inherited from Head Office?
Yes. While the system suggests a default, end users can easily update or delete the inherited trade name.

How will the end-user facilitate TIN issuance in case of eTIS-1 non-availability?
In case of eTIS-1 non availability, the current ITS procedure must be adopted but instead of issuing pre-generated TIN, the CSS chief must add the taxpayer using REG in ITS.

What are the additional taxpayer information required in eTIS-1?
In eTIS-1 TRS, the following additional taxpayer information are required:

<table>
<thead>
<tr>
<th>Taxpayer</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>Father’s Name</td>
</tr>
<tr>
<td></td>
<td>Name of spouse, birthday, TIN</td>
</tr>
<tr>
<td></td>
<td>Children’s name, birthday</td>
</tr>
<tr>
<td></td>
<td>Waiver of husband if wife claims the additional exemption</td>
</tr>
<tr>
<td></td>
<td>Contact details such as mobile number, telephone number, email address</td>
</tr>
<tr>
<td></td>
<td>Tagging as VIP</td>
</tr>
<tr>
<td>Non-individual</td>
<td>Incorporators, Partners, Trustees, etc.</td>
</tr>
<tr>
<td></td>
<td>Relationships as in employee and non-employee (agent) relationships</td>
</tr>
<tr>
<td></td>
<td>Contact details such as mobile number, telephone number, email address</td>
</tr>
</tbody>
</table>
What is the use of the incentives tab?
The incentives tab has been added to make it easy for authorized users to validate if a company has a right to avail of an incentive e.g PEZA, BOI.

Where can we find information about PSIC?
Information about the Philippine Standard Industry Code (PSIC) is found in business summary details tab of TRS.

How is task approval being done in TRS, specifically for the review of COR?
It can be done through the Task Manager or through manual verification.

In Transfer Taxpayer, will the end user in receiving RDO encode all details of the taxpayer? Will the taxpayer data be pushed from the old to the new RDO?
The taxpayer data will not be physically transferred to the new RDO. It remain in the database. End-user will only need to encode transaction details e.g change in RDO code so it can be accessed by a different user. For details on transfer taxpayer workarounds, please refer to the Job Aid.

With the pending periodic update and data synchronization, what is the system to be used when registering a branch?
If the head office is registered in eTIS and not present in ITS, register all branches in eTIS. For details on register branch workarounds, please refer to the Job Aid.

What are the procedures to be followed in registering branch or facility?
In registering branch or facility, end-users should take note of the following:

1. For branch and facility applying for registration beginning February 12, 2015 under the jurisdiction of the pilot RDO whose head office is registered in ITS on or before December 13, 2014, follow regular registration procedures.

2. For branch and facility applying for registration beginning February 12, 2015 under the jurisdiction of the pilot RDO whose head office is registered in ITS between December 14, 2014 and end-date of data synchronization, adopt the branch and/or facility being registered at the non-pilot RDO having jurisdiction of the head office of the taxpayer.

3. For branch and facility applying for registration beginning February 12, 2015 under the jurisdiction of the non-pilot RDO whose head office is registered in eTIS-1 between February 15, 2015 and end-date of data synchronization, adopt the branch and/or facility being registered at the pilot RDO having jurisdiction of the head office of the taxpayer.

General Usage

What is the official URL address of eTIS-1?
The eTIS-1 web-based application can be accessed using the official URL address: https://etis.bir.gov.ph.

What is the policy on accepted user passwords? Will it require or accept alphanumeric, special characters, underscore, etc)?
As per BIR Policy System:
• Passwords should be at least 8 characters long.
• Passwords should contain both upper and lower case alphabetic characters (e.g., a-z, A-Z)
• Passwords should have numeric and special characters (e.g., 0-9, !@#$%^&*()_+-|~-=\`{}][":;'<>?,./)

Will users be required to periodically change their passwords?
System Baseline behavior:
• Upon creating user, password expiry of user is automatically set to one month after creation.
• User can manually change the expiration date of the password, however, when the user reaches the expiry date and changes his/her password to be able to access the system again the system will automatically set 1 month password expiry date again.
• Expiry to group membership will be set manually using set/view security.
• User may change password anytime.

Can logged-in users use another workstation with the same credentials?
No. Users cannot log in on different workstations using the same credentials.

Will a logged-in user be "timed-out" and disconnected automatically if idle (no activity) for a certain amount of time?
End user is automatically logged out if the session is left idle for 45 mins.

When a logged-in user gets disconnected due to network issues, will his/her session be terminated automatically or will the system allow double log-in when he/she logs in again after regaining network connectivity?
There are two ways for disconnection, if it is a server downtime or server failure all active session from the server/db will be disconnected thus will not require you to remove session from Session Management Module. If it is from personal network removing the LAN conn, it is the same as closing the browser. Regarding the double login after disconnection, there might be possibilities that this will happen, but I suggest removing cache
from IE or close browser.

What is the basis of the date in the system?

The date of the system is not based on the date of the worksta-

tion. It is always based on the date of the server.

Will eTIS-1 have its own database server?

Yes definitely.

What will the end-user do when he/she fails to log in to
the system at once?

Please use the correct URL address and try to log in again. This
may require users to log in up to 5 times but is usually success-
ful on 2nd and 3rd attempt.

What will the end-user do when he/she fails to log out
properly? Who will terminate the sessions that were not
properly logged out?

If the system will be left idle for 45 minutes, make sure to log
out properly from the system. If the browser is accidentally
closed, an on-site Indra handholder will be responsible to termi-
nate sessions that are not properly logged out.