

**FILE STRUCTURE FOR  
MONTHLY ALPHALIST OF PAYEES (MAP)  
Attachment to BIR Form Nos. 1600-VT and 1600-PT**

**Header:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	HMAP	Type of Alpha List
2	FTYPE_CODE	TEXT	7	H1600VT or H1600PT	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	REGISTERED_NAME_WA	TEXT	50	X(50)	WA's Registered Name
6	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
7	RDO_CODE_WA	TEXT	3	999	Withholding Agent's RDO Code

**Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	DMAP	Type of Alpha List
2	FTYPE_CODE	TEXT	7	D1600VT or D1600PT	Form Type Code
3	SEQ_NUM	NUMBER	8	99999999	Sequence Number
4	TIN_PAYEE	TEXT	9	999999999	Payee's TIN
5	BRANCH_CODE_PAYEE	TEXT	4	9999	Payee's Branch Code
6	REGISTERED_NAME_PAYEE	TEXT	50	X(50)	Payee's Registered Name
7	LAST_NAME_PAYEE	TEXT	30	X(30)	Payee's Last Name
8	FIRST_NAME_PAYEE	TEXT	30	X(30)	Payee's First Name
9	MIDDLE_NAME_PAYEE	TEXT	30	X(30)	Payee's Middle Name
10	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
11	ATC_CODE	TEXT	5	X(5)	ATC Code
12	NATURE_INCOME	TEXT	50	X(50)	Nature of Income Payment
13	TAX_RATE	NUMBER	5	9(2).99	Rate of Tax
14	TAX_BASE	NUMBER	14	9(11).99	Amount of Income Payment (Tax Base)
15	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Amount of Tax Withheld

**Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	CMAP	Type of Alpha List
2	FTYPE_CODE	TEXT	7	C1600VT or C1600PT	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	GNTAX_BASE	NUMBER	14	9(11).99	Total Amount of Income Payment
7	GACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Amount of Tax Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

**FILE STRUCTURE FOR  
QUARTERLY ALPHALIST OF PAYEES (QAP)  
Attachment to BIR Form Nos. 1601EQ**

**Header:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	HQAP	Type of Alpha List
2	FTYPE_CODE	TEXT	7	H1601EQ	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	REGISTERED_NAME_WA	TEXT	50	X(50)	WA's Registered Name
6	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
7	RDO_CODE_WA	TEXT	3	999	Withholding Agent's RDO Code

**1601EQ - SCHEDULE 1****Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D1	Schedule Number
2	FTYPE_CODE	TEXT	6	1601EQ	Form Type Code
3	SEQ_NUM	NUMBER	8	99999999	Sequence Number
4	TIN_PAYEE	TEXT	9	999999999	Payee's TIN
5	BRANCH_CODE_PAYEE	TEXT	4	9999	Payee's Branch Code
6	REGISTERED_NAME_PAYEE	TEXT	50	X(50)	Payee's Registered Name
7	LAST_NAME_PAYEE	TEXT	30	X(30)	Payee's Last Name
8	FIRST_NAME_PAYEE	TEXT	30	X(30)	Payee's First Name
9	MIDDLE_NAME_PAYEE	TEXT	30	X(30)	Payee's Middle Name
10	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
11	ATC_CODE	TEXT	5	X(5)	ATC Code
12	TAX_RATE	NUMBER	5	9(2).99	Rate of Tax
13	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
14	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**1601EQ - SCHEDULE 1****Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	C1	Type of Alpha List
2	FTYPE_CODE	TEXT	6	1601EQ	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
7	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

**1601EQ - SCHEDULE 2****Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D2	Schedule Number
2	FTYPE_CODE	TEXT	6	1601EQ	Form Type Code
3	SEQ_NUM	NUMBER	8	99999999	Sequence Number
4	TIN_PAYEE	TEXT	9	999999999	Payee's TIN
5	BRANCH_CODE_PAYEE	TEXT	4	9999	Payee's Branch Code
6	REGISTERED_NAME_PAYEE	TEXT	50	X(50)	Payee's Registered Name
7	LAST_NAME_PAYEE	TEXT	30	X(30)	Payee's Last Name
8	FIRST_NAME_PAYEE	TEXT	30	X(30)	Payee's First Name
9	MIDDLE_NAME_PAYEE	TEXT	30	X(30)	Payee's Middle Name
10	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
11	ATC_CODE	TEXT	5	X(5)	ATC Code
12	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment

**1601EQ - SCHEDULE 2****Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	C2	Type of Alpha List
2	FTYPE_CODE	TEXT	6	1601EQ	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

**FILE STRUCTURE FOR  
QUARTERLY ALPHALIST OF PAYEES (QAP)  
Attachment to BIR Form Nos. 1601FQ**

**Header:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	HQAP	Type of Alpha List
2	FTYPE_CODE	TEXT	7	H1601FQ	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	REGISTERED_NAME_WA	TEXT	50	X(50)	WA's Registered Name
6	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period

7	RDO_CODE_WA	TEXT	3	999	Withholding Agent's RDO Code
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**1601FQ - SCHEDULE 1****Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D1	Schedule Number
2	FTYPE_CODE	TEXT	6	1601FQ	Form Type Code
3	TIN_PAYEE	TEXT	9	999999999	Payee's TIN
4	BRANCH_CODE_PAYEE	TEXT	4	9999	Payee's Branch Code
5	REGISTERED_NAME_PAYEE	TEXT	50	X(50)	Payee's Registered Name
6	LAST_NAME_PAYEE	TEXT	30	X(30)	Payee's Last Name
7	FIRST_NAME_PAYEE	TEXT	30	X(30)	Payee's First Name
8	MIDDLE_NAME_PAYEE	TEXT	30	X(30)	Payee's Middle Name
9	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
10	SEQ_NUM	NUMBER	8	999999999	Sequence Number
11	ATC_CODE	TEXT	5	X(5)	ATC Code
12	TAX_RATE	NUMBER	5	9(2).99	Rate of Tax
13	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
14	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**1601FQ - SCHEDULE 1****Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	C1	Type of Alpha List
2	FTYPE_CODE	TEXT	6	1601FQ	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
7	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES****1601FQ - SCHEDULE 2****Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D2	Schedule Number
2	FTYPE_CODE	TEXT	6	1601FQ	Form Type Code
3	TIN_PAYEE	TEXT	9	999999999	Payee's TIN
4	BRANCH_CODE_PAYEE	TEXT	4	9999	Payee's Branch Code
5	LAST_NAME_PAYEE	TEXT	30	X(30)	Payee's Last Name
6	FIRST_NAME_PAYEE	TEXT	30	X(30)	Payee's First Name
7	MIDDLE_NAME_PAYEE	TEXT	30	X(30)	Payee's Middle Name
8	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
9	SEQ_NUM	NUMBER	8	999999999	Sequence Number
10	ATC_CODE	TEXT	5	X(5)	ATC Code
11	FRINGE_BENEFIT	NUMBER	14	9(11).99	Amount of Fringe Benefit
12	MONETARY_VALUE	NUMBER	14	9(11).99	Gross up Monetary Value
13	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual Amount Withheld

**1601FQ - SCHEDULE 2****Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	C2	Type of Alpha List
2	FTYPE_CODE	TEXT	6	1601FQ	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	FRINGE_BENEFIT	NUMBER	14	9(11).99	Amount of Fringe Benefit
7	MONETARY_VALUE	NUMBER	14	9(11).99	Gross up Monetary Value
8	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual Amount Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES****1601FQ - SCHEDULE 3****Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D3	Schedule Number
2	FTYPE_CODE	TEXT	6	1601FQ	Form Type Code
3	TIN_PAYEE	TEXT	9	999999999	Payee's TIN
4	BRANCH_CODE_PAYEE	TEXT	4	9999	Payee's Branch Code
5	REGISTERED_NAME_PAYEE	TEXT	50	X(50)	Payee's Registered Name
6	LAST_NAME_PAYEE	TEXT	30	X(30)	Payee's Last Name
7	FIRST_NAME_PAYEE	TEXT	30	X(30)	Payee's First Name
8	MIDDLE_NAME_PAYEE	TEXT	30	X(30)	Payee's Middle Name
9	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
10	SEQ_NUM	NUMBER	8	999999999	Sequence Number
11	STATUS_CODE	TEXT	1	<i>*refer to below LOVs (3) STATUS CODE</i>	Status (As to Residence/Nationality)
12	ATC_CODE	TEXT	5	X(5)	ATC Code
13	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment

**1601FQ - SCHEDULE 3**

## ANNEX "A"

**Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	C3	Type of Alpha List
2	FTYPE_CODE	TEXT	7	1601FQ	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

**FILE STRUCTURE FOR  
QUARTERLY ALPHALIST OF PAYEES (QAP)  
Attachment to BIR Form Nos. 1621**

**Header:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	HQAP	Type of Alpha List
2	FTYPE_CODE	TEXT	5	H1621	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	REGISTERED_NAME_WA	TEXT	50	X(50)	WA's Registered Name
6	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
7	RDO_CODE_WA	TEXT	3	999	Withholding Agent's RDO Code

**Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	DQAP	Type of Alpha List
2	FTYPE_CODE	TEXT	5	D1621	Form Type Code
3	SEQ_NUM	NUMBER	8	99999999	Sequence Number
4	TIN_PAYEE	TEXT	9	999999999	Payee's TIN
5	BRANCH_CODE_PAYEE	TEXT	4	9999	Payee's Branch Code
6	ESTATE_NAME	TEXT	50	X(50)	Name of Estate
7	DATE_DECEDENTS_DEATH	DATE	10	MM/DD/YYYY	Date of Decedent's Date
8	DATE_WTHLD	DATE	10	MM/DD/YYYY	Date Withheld
9	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
10	TAX_RATE	NUMBER	5	9(2).99	Rate of Tax
11	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
12	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	5	CQAP	Type of Alpha List
2	FTYPE_CODE	TEXT	5	C1621	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
7	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

**FILE STRUCTURE FOR  
ANNUAL ALPHALIST OF PAYEES  
Attachment to BIR Form No. 1604C**

**Header:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	FTYPE_CODE	TEXT	6	H1604C or H1604F	Form Type Code
2	TIN	TEXT	9	999999999	Employer's TIN
3	BRANCH_CODE	TEXT	4	9999	Employer's Branch Code
4	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period

**1604C - SCHEDULE 1**

Alphalist of Employees (Declared and Certified using BIR Form No. 2316)

**Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D1	Schedule number
2	FTYPE_CODE	TEXT	5	1604C	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	SEQ_NUM	NUMBER	6	999999	Sequence number
7	TIN	TEXT	9	999999999	Employee's TIN
8	BRANCH_CODE	TEXT	4	9999	Employee's Branch Code
9	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
10	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
11	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle Name
12	REGION_NUM	TEXT	4	9999	Region number where assigned
13	PREV_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income Previous
14	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage
15	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Non-Taxable 13th month pay and other benefits from previous employer
16	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Non-Taxable De Minimis Benefits from previous employer
17	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Non-Taxable SSS, GSIS, PAGIBIG and Union dues from previous employer
18	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	Non-Taxable Salaries and Other Compensation from previous employer
19	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable/Exempt Compensation Income
20	PREV_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Taxable basic salary from previous employer
21	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from previous employer
22	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable Salaries and Other Compensation from previous employer
23	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable from previous employer
24	EMPLOYMENT_FROM	DATE	10	MM/DD/YYYY	Present Employment From
25	EMPLOYMENT_TO	DATE	10	MM/DD/YYYY	Present Employment To
26	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Non-Taxable Gross Compensation Income from present employer
27	NONTAX_BASIC_SAL	NUMBER	14	9(11).99	Non-Taxable basic salary from present employer
28	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Non-Taxable 13th Month pay and Other Benefits from present employer
29	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Non-Taxable De Minimis Benefits from present employer
30	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Non-Taxable SSS, GSIS, PAGIBIG and Union dues from present employer
31	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Non-Taxable Salaries and other Compensation from present employer
32	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable Compensation Income from present employer
33	TAX_BASIC_SAL	NUMBER	14	9(11).99	Taxable basic salary from present employer
34	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th month pay and other benefits from present employer
35	PRES_TAXABLES_SALARIES	NUMBER	14	9(11).99	Total Taxable Salaries and Other Compensation from present employer
36	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Taxable Compensation Income from present employer
37	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Taxable Compensation Income (Previous & Present Employers)
38	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Net Taxable Compensation Income
39	TAX_DUE	NUMBER	14	9(11).99	Amount of Tax Due
40	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Amount Withheld by Previous Employer
41	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Amount Withheld by Present Employer
42	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Amount Withheld and paid in December
43	OVER_WTHLD	NUMBER	14	9(11).99	Over Withheld Tax Refunded to employee
44	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld
45	NATIONALITY	TEXT	30	X(30)	Employee's Nationality
46	EMPLOYMENT_STATUS	TEXT	2	<i>*refer to below LOVs (1) EMPLOYMENT STATUS</i>	Current Employment Status
47	REASON_SEPARATION	TEXT	2	<i>*refer to below LOVs (2) REASON SEPARATION</i>	Reason of Separation

## 1604C - SCHEDULE 1

## Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	C1	Schedule number
2	FTYPE_CODE	TEXT	5	1604C	Form type
3	TIM_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	PREV_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Gross Compensation Income from Previous Employer
7	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).99	Basic/Statutory Minimum Wage from Previous Employer
8	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Non-Taxable 13th Month Pay and Other Benefits from Previous Employer
9	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Non-Taxable De Minimis Benefits from Previous Employer
10	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Previous Employer
11	PREV_NONTAX_SALARIES	NUMBER	14	9(11).99	Non-Taxable Salaries and Other Compensation Benefits from Previous Employer
12	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable/Exempt Compensation Income from Previous Employer
13	PREV_TAXABLE_BASIC_SALARY	NUMBER	14	9(11).99	Total Taxable Basic Salary from Previous Employer
14	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Taxable 13th Month Pay and Other Compensation Benefits from Previous Employer
15	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).99	Taxable Salaries and other Compensation Benefits from Previous Employer
16	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).99	Total Taxable Compensation Income from Previous Employer
17	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable Gross Compensation Income from Present Employer
18	NONTAX_BASIC_SAL	NUMBER	14	9(11).99	Total Non-Taxable Basic Salary from Present Employer
19	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).99	Total Non-Taxable 13th Month Pay and Other Benefits from Present Employer
20	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).99	Total Non-Taxable De Minimis Benefits from Present Employer
21	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).99	Total Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Present Employer
22	PRES_NONTAX_SALARIES	NUMBER	14	9(11).99	Total Non-Taxable Salaries and Other Compensation from Present Employer
23	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).99	Total Non-Taxable/Exempt Compensation Income from Present Employer
24	TAX_BASIC_SAL	NUMBER	14	9(11).99	Total Taxable Basic Salary from Present Employer
25	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).99	Total Taxable 13th Month Pay and Other Benefits from Present Employer
26	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).99	Total Taxable Salaries and Other Compensation Income from Present Employer
27	PRES_TOTAL_COMP	NUMBER	14	9(11).99	Total Taxable Compensation Income from Present Employer
28	GROSS_COMP_INCOME	NUMBER	14	9(11).99	Total Compensation Income (Previous and Present Employers)
29	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).99	Total Net Taxable Compensation Income
30	TAX_DUE	NUMBER	14	9(11).99	Total Amount Due
31	PREV_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount Withheld by Previous Employer
32	PRES_TAX_WTHLD	NUMBER	14	9(11).99	Total Amount Withheld by Present Employer
33	AMT_WTHLD_DEC	NUMBER	14	9(11).99	Total Amount Withheld and paid in December
34	OVER_WTHLD	NUMBER	14	9(11).99	Total Over Withheld tax refunded to employee
35	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual Amount Withheld

NOTE: SHADED AREAS CONTAIN ACTUAL VALUES

**1604C - SCHEDULE 2**

Alphalist of Minimum Wage Earners (Declared and Certified using BIR Form No. 2316)

**Details:**

	<b>FIELD NAME</b>	<b>TYPE</b>	<b>WIDTH</b>	<b>FORMAT</b>	<b>DESCRIPTION</b>
1	SCHEDULE_NUM	TEXT	2	<b>D2</b>	Schedule number
2	FTYPE_CODE	TEXT	5	<b>1604C</b>	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	SEQ_NUM	NUMBER	6	999999	Sequence number
7	TIN	TEXT	9	999999999	Employee's TIN
8	BRANCH_CODE	TEXT	4	9999	Employee's Branch Code
9	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
10	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
11	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle Name
12	REGION_NUM	TEXT	4	9999	Region number where assigned
13	PREV_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).00	Gross Compensation Income from Previous Employer
14	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage from Previous Employer
15	PREV_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Holiday Pay from Previous Employer
16	PREV_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Overtime Pay from Previous Employer
17	PREV_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Night Shift Differential from Previous Employer
18	PREV_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Hazard Pay from Previous Employer
19	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Non-Taxable 13th Month and Other Benefits from Previous Employer
20	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Non-Taxable De Minimis Benefits from Previous Employer
21	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Previous Employer
22	PREV_NONTAX_SALARIES	NUMBER	14	9(11).00	Non-Taxable Salaries and Other Compensation from Previous Employer
23	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Previous Employer
24	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Taxable 13th Month Pay and Other Benefits from Previous Employer
25	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).00	Taxable Salaries and Other Compensation from Previous Employer
26	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).00	Total Taxable from Previous Employer
27	EMPLOYMENT_FROM	DATE	10	MM/DD/YYYY	Present Employment From
28	EMPLOYMENT_TO	DATE	10	MM/DD/YYYY	Present Employment To
29	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).00	Non-Taxable Gross Compensation Income from Present Employer
30	PRES_NONTAX_BASIC_SMW_DAY	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage Per Day from Present Employer
31	PRES_NONTAX_BASIC_SMW_MONTH	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage Per Month from Present Employer
32	PRES_NONTAX_BASIC_SMW_YEAR	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage Per Year from Present Employer
33	FACTOR_USED	NUMBER	3	999	Factor Used (No. of Days/Year)
34	PRES_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Holiday Pay from Present Employer
35	PRES_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Overtime Pay from Present Employer
36	PRES_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Night Shift Differential from Present Employer
37	PRES_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Hazard Pay from Present Employer
38	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Total Non-Taxable 13th Month Pay and Other Benefits from Present Employer
39	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Non-Taxable De Minimis Benefits from Present Employer
40	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Non-Taxable SSS, GSIS, PAGIBIG and Union dues from Present Employer
41	PRES_NONTAX_SALARIES	NUMBER	14	9(11).00	Total Non-Taxable Salaries and Other Compensation from Present Employer
42	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Present Employer
43	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Taxable 13th Month Pay and Other Benefits from Present Employer
44	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).00	Total Taxable Salaries and Other Compensation from Present Employer
45	PRES_TOTAL_COMP	NUMBER	14	9(11).00	Total Compensation from Present Employer
46	GROSS_COMP_INCOME	NUMBER	14	9(11).00	Total Compensation Income (Previous and Present Employer)
47	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).00	Net Taxable Compensation Income
48	TAX_DUE	NUMBER	14	9(11).00	Amount of Tax Due
49	PREV_TAX_WTHLD	NUMBER	14	9(11).00	Amount Withheld by Previous Employer
50	PRES_TAX_WTHLD	NUMBER	14	9(11).00	Amount Withheld by Present Employer
51	AMT_WTHLD_DEC	NUMBER	14	9(11).00	Amount Withheld and in December
52	OVER_WTHLD	NUMBER	14	9(11).00	Over Withheld Tax Refunded Employee
53	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).00	Actual Amount Withheld
54	NATIONALITY	TEXT	30	X(30)	Employee's Nationality
55	EMPLOYMENT_STATUS	TEXT	2	<i>*refer to below LOVs (1) EMPLOYMENT STATUS</i>	Current Employment Status
56	REASON_SEPARATION	TEXT	2	<i>*refer to below LOVs (2) REASON SEPARATION</i>	Reason of Separation

**1604C - SCHEDULE 2****Controls:**

	<b>FIELD NAME</b>	<b>TYPE</b>	<b>WIDTH</b>	<b>FORMAT</b>	<b>DESCRIPTION</b>
1	SCHEDULE_NUM	TEXT	2	<b>C2</b>	Schedule number
2	FTYPE_CODE	TEXT	5	<b>1604C</b>	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN

## ANNEX "A"

4	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	PREV_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).00	Gross Compensation Income from Previous Employer
7	PREV_NONTAX_BASIC_SMW	NUMBER	14	9(11).00	Basic/Statutory Minimum Wage from Previous Employer
8	PREV_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Holiday Pay from Previous Employer
9	PREV_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Overtime Pay from Previous Employer
10	PREV_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Night Shift Differential from Previous Employer
11	PREV_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Hazard Pay from Previous Employer
12	PREV_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Non-Taxable 13th Month Pay and Other Benefits from Previous Employer
13	PREV_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Non-Taxable De Minimis Benefit from Previous Employer
14	PREV_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Previous Employer
15	PREV_NONTAX_SALARIES	NUMBER	14	9(11).00	Non-Taxable Salaries and Other Compensation from Previous Employer
16	PREV_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Previous Employer
17	PREV_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Taxable 13th Month Pay and Other Benefits from Previous Employer
18	PREV_TAXABLE_SALARIES	NUMBER	14	9(11).00	Taxable Salaries and Other Compensation From Previous Employer
19	PREV_TOTAL_TAXABLE	NUMBER	14	9(11).00	Total Taxable from Previous Employer
20	PRES_NONTAX_GROSS_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable Gross Compensation Income from Present Employer
21	PRES_NONTAX_BASIC_SMW_DAY	NUMBER	14	9(11).00	Total Basic/Statutory Minimum Wage Per Day from Present Employer
22	PRES_NONTAX_BASIC_SMW_MONTH	NUMBER	14	9(11).00	Total Basic/Statutory Minimum Wage Per Month from Present Employer
23	PRES_NONTAX_BASIC_SMW_YEAR	NUMBER	14	9(11).00	Total Basic/Statutory Minimum Wage Per Year from Present Employer
24	PRES_NONTAX_HOLIDAY_PAY	NUMBER	14	9(11).00	Total Holiday Pay from Present Employer
25	PRES_NONTAX_OVERTIME_PAY	NUMBER	14	9(11).00	Total Overtime Pay from Present Employer
26	PRES_NONTAX_NIGHT_DIFF	NUMBER	14	9(11).00	Total Night Shift Differential from Present Employer
27	PRES_NONTAX_HAZARD_PAY	NUMBER	14	9(11).00	Total Hazard Pay from Present Employer
28	PRES_NONTAX_13TH_MONTH	NUMBER	14	9(11).00	Total Non-Taxable 13th Month Pay and Other Benefits from Present Employer
29	PRES_NONTAX_DE_MINIMIS	NUMBER	14	9(11).00	Total Non-Taxable De Minimis Benefits from Present Employer
30	PRES_NONTAX_SSS_ETC	NUMBER	14	9(11).00	Total Non-Taxable SSS, GSIS, PAGIBIG and Union Dues from Present Employer
31	PRES_NONTAX_SALARIES	NUMBER	14	9(11).00	Total Non-Taxable Salaries and Other Compensation from Present Employer
32	PRES_TOTAL_NONTAX_COMP_INCOME	NUMBER	14	9(11).00	Total Non-Taxable/Exempt Compensation Income from Present Employer
33	PRES_TAXABLE_13TH_MONTH	NUMBER	14	9(11).00	Total Taxable 13th Month Pay and Other Benefits from Present Employer
34	PRES_TAXABLE_SALARIES	NUMBER	14	9(11).00	Total Taxable Salaries and Other Compensation from Present Employer
35	PRES_TOTAL_COMP	NUMBER	14	9(11).00	Total Compensation from Present Employer
36	GROSS_COMP_INCOME	NUMBER	14	9(11).00	Total Compensation Income (Previous and Present Employer)
37	NET_TAXABLE_COMP_INCOME	NUMBER	14	9(11).00	Total Net Taxable Compensation Income
38	TAX_DUE	NUMBER	14	9(11).00	Total Amount of Tax Due
39	PREV_TAX_WTHLD	NUMBER	14	9(11).00	Total Amount Withheld by Previous Employer
40	PRES_TAX_WTHLD	NUMBER	14	9(11).00	Total Amount Withheld by Present Employer
41	AMT_WTHLD_DEC	NUMBER	14	9(11).00	Total Amount Withheld and Paid in December
42	OVER_WTHLD	NUMBER	14	9(11).00	Total Over Withheld Tax Refunded to Employee
43	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).00	Total Actual Amount Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

**FILE STRUCTURE FOR  
ANNUAL ALPHALIST OF PAYEES  
Attachment to BIR Form No. 1604F**

**Header:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	FTYPE_CODE	TEXT	6	H1604C or H1604F	Form Type Code
2	TIN	TEXT	9	999999999	Employer's TIN
3	BRANCH_CODE	TEXT	4	9999	Employer's Branch Code
4	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period

**1604F - SCHEDULE 4**

Alphalist of Payees subject to Final Withholding Tax (Declared and Certified Using BIR Form No. 2306)

**Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D4	Schedule number
2	FTYPE_CODE	TEXT	5	1604F	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	SEQ_NUM	NUMBER	6	999999	Sequence number
7	TIN	TEXT	9	999999999	Employee's TIN
8	BRANCH_CODE	TEXT	4	9999	Employee's Branch Code
9	REGISTERED_NAME	TEXT	50	X(50)	Payee's Registered Name
10	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
11	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
12	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle Name
13	STATUS_CODE	TEXT	1	*refer to below LOVs (3) STATUS CODE	Status (As to Residence/Nationality)
14	ATC_CODE	TEXT	5	X(5)	ATC Code
15	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
16	TAX_RATE	NUMBER	5	9(2).99	Rate of Tax
17	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual Amount Withheld

**Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	2	C4	Type of Alpha List
2	FTYPE_CODE	TEXT	5	1604F	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
7	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES****1604F - SCHEDULE 5**

Alphalist of Employees Other than Rank and File Who were Given Fringe Benefits During the Year (Declared and Certified using BIR Form No. 2306)

**Details:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D5	Schedule number
2	FTYPE_CODE	TEXT	5	1604F	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	SEQ_NUM	NUMBER	6	999999	Sequence number
7	TIN	TEXT	9	999999999	Employee's TIN
8	BRANCH_CODE	TEXT	4	9999	Employee's Branch Code
10	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
11	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
12	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle Name
14	ATC_CODE	TEXT	5	X(5)	ATC Code
15	FRINGE_BENEFIT	NUMBER	14	9(11).99	Amount of Fringe Benefit
16	MONETARY_VALUE	NUMBER	14	9(11).99	Gross up Monetary Value
17	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Actual Amount Withheld

**Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	2	C5	Type of Alpha List
2	FTYPE_CODE	TEXT	5	1604F	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	FRINGE_BENEFIT	NUMBER	14	9(11).99	Amount of Fringe Benefit
7	MONETARY_VALUE	NUMBER	14	9(11).99	Gross up Monetary Value
8	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Actual Amount Withheld

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

# ANNEX "A"

## 1604F - SCHEDULE 6

Alphalist of Other Payees Whose Income Payments are Exempt from Withholding Tax but Subject to Income Tax (Declared and Certified Using BIR Form No.

### Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D6	Schedule number
2	FTYPE_CODE	TEXT	5	1604F	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	SEQ_NUM	NUMBER	6	999999	Sequence number
7	TIN	TEXT	9	999999999	Employee's TIN
8	BRANCH_CODE	TEXT	4	9999	Employee's Branch Code
9	REGISTERED_NAME	TEXT	50	X(50)	Payee's Registered Name
10	LAST_NAME	TEXT	30	X(30)	Employee's Last Name
11	FIRST_NAME	TEXT	30	X(30)	Employee's First Name
12	MIDDLE_NAME	TEXT	30	X(30)	Employee's Middle Name
13	STATUS_CODE	TEXT	1	*refer to below LOVs (3) STATUS_CODE	Status (As to Residence/Nationality)
14	ATC_CODE	TEXT	5	X(5)	ATC Code
15	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment

### Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	2	C6	Type of Alpha List
2	FTYPE_CODE	TEXT	5	1604F	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Total Amount of Income Payment

**NOTE: SHADED AREAS CONTAIN ACTUAL VALUES**

### FILE STRUCTURE FOR ANNUAL ALPHALIST OF PAYEES Attachment to BIR Form No. 1604E

### Header:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	FTYPE_CODE	TEXT	6	H1604E	Form Type Code
2	TIN	TEXT	9	999999999	Employer's TIN
3	BRANCH_CODE	TEXT	4	9999	Employer's Branch Code
4	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return Period

## 1604E - SCHEDULE 3

Alphalist of Payees Subject to Expanded Withholding Tax (Reported Under BIR Form No. 2307)

### Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	SCHEDULE_NUM	TEXT	2	D3	Schedule number
2	FTYPE_CODE	TEXT	5	1604E	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPLYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	SEQ_NUM	NUMBER	6	999999	Sequence number
7	TIN	TEXT	9	999999999	Payee's TIN
8	BRANCH_CODE	TEXT	4	9999	Payee's Branch Code
9	REGISTERED_NAME	TEXT	50	X(50)	Payee's Registered Name
10	LAST_NAME	TEXT	30	X(30)	Payee's Last Name
11	FIRST_NAME	TEXT	30	X(30)	Payee's First Name
12	MIDDLE_NAME	TEXT	30	X(30)	Payee's Middle Name
13	ATC_CODE	TEXT	5	X(5)	ATC Code
14	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment
15	TAX_RATE	NUMBER	5	9(2).99	Rate of Tax
16	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Amount of Tax Withheld

### Controls:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	2	C3	Type of Alpha List
2	FTYPE_CODE	TEXT	5	1604E	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	ACTUAL_AMT_WTHLD	NUMBER	14	9(11).99	Total Amount of Tax Withheld

## 1604E - SCHEDULE 4

Alphalist of Payees Whose Income Payments are Exempt from Withholding Tax but Subject to Income Tax (Reported Under Form No. 2304)

### Details:

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
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## ANNEX "A"

1	SCHEDULE_NUM	TEXT	2	D4	Schedule number
2	FTYPE_CODE	TEXT	5	1604E	Form type
3	TIN_EMPYR	TEXT	9	999999999	Employer's TIN
4	BRANCH_CODE_EMPYR	TEXT	4	9999	Employer's Branch Code
5	RETRN_PERIOD	DATE	10	MM/DD/YYYY	Return period
6	SEQ_NUM	NUMBER	6	999999	Sequence number
7	TIN	TEXT	9	999999999	Payee's TIN
8	BRANCH_CODE	TEXT	4	9999	Payee's Branch Code
9	REGISTERED_NAME	TEXT	50	X(50)	Payee's Registered Name
10	LAST_NAME	TEXT	30	X(30)	Payee's Last Name
11	FIRST_NAME	TEXT	30	X(30)	Payee's First Name
12	MIDDLE_NAME	TEXT	30	X(30)	Payee's Middle Name
13	ATC_CODE	TEXT	5	X(5)	ATC Code
14	INCOME_PAYMENT	NUMBER	14	9(11).99	Amount of Income Payment

**Controls:**

	FIELD NAME	TYPE	WIDTH	FORMAT	DESCRIPTION
1	ALPHA_TYPE	TEXT	2	C4	Type of Alpha List
2	FTYPE_CODE	TEXT	5	1604E	Form Type Code
3	TIN_WA	TEXT	9	999999999	Withholding Agent's (WA) TIN
4	BRANCH_CODE_WA	TEXT	4	9999	Withholding Agent's (WA) Branch Code
5	RETRN_PERIOD	DATE	7	MM/YYYY	Return Period
6	INCOME_PAYMENT	NUMBER	14	9(11).99	Total Amount of Income Payment

**LIST OF VALUES (LOVs):**

<b>(1) EMPLOYMENT_STATUS</b>	
R = Regular	S = Seasonal
C = Casual	P = Probationary
CP = Contractual/Project-Based	AL = Apprentice/Learners

<b>(2) REASON_SEPARATION</b>
T = Terminated
TR = Transferred
R = Retirement
D = Death

<b>(3) STATUS_CODE</b>	
A = Citizens of the Philippines	E = Domestic Corporation
B = Resident Alien Individual	F = Resident Foreign Corp
C = Non-Resident Alien Engaged in Business	G = Non-Resident Foreign Corp
D = Non-Resident Alien Not Engaged in Business	