



# Thinking beyond borders: Management of extended business travelers – Philippines

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**01**

**Key message**

# 1 Key message

Resident citizens are taxed on their income from all sources. A person who is not a citizen of the Philippines (that is, someone who is defined as an alien), regardless of whether the person is a resident or a non-resident, is taxed only on the individual's income from Philippines sources.

Likewise, non-resident citizens are taxed only on their income from Philippines sources.

Extended business travelers are likely to be taxed on employment income relating to their Philippines workdays. Income tax returns are due by 15 April in the year following the tax year ending 31 December. Employers are required to withhold tax from the employee's compensation.

**02**

# **Income tax**

# 2 Income Tax

## 2.1 Liability for income tax

The liability of aliens for Philippine's tax is determined by their residence status. Generally, an alien who is present in the Philippines for at least 2 years is a resident alien. An alien who stays in the Philippines for less than 2 years is considered a non-resident alien. There are two classifications of a non-resident alien:

- engaged in trade or business in the Philippines
- not engaged in trade or business in the Philippines.

A non-resident alien engaged in trade or business (NRAETB) is one who stays in the Philippines for an aggregate period of more than 180 days during any calendar year. If the individual stays in the Philippines for an aggregate period of 180 days or less, the individual is considered a non-resident alien not engaged in trade or business (NRANETB). The taxable income of citizens, resident aliens and NRAETB consists of gross compensation and net business income, less personal allowances and non-taxable salaries and wages. The taxable income of NRANETBs, on the other hand, is their gross income.

Non-resident citizens and aliens are subject to income tax on Philippines-sourced income only.

Resident citizens are subject to Philippine income tax on worldwide-sourced income. Non-resident citizens and aliens are subject to Philippine income tax on their Philippine-sourced income only, such as employment income and passive income.

## 2.2 Definitions of source

Employment income is generally treated as Philippines-sourced compensation if the individual performs the services while physically located in the Philippines, regardless of place, or manner of payment.

## 2.3 Tax trigger points for employment income

Extended business travelers will be taxable in the Philippines on income derived from services rendered in the Philippines. It is important to ascertain whether they will be taxed as NRAETBs or NRANETBs, that is, whether they were in the Philippines for an aggregate period of more or less than 180 days, as this will determine the applicable tax rate.

## 2.4 Types of taxable income

For extended business travelers, the types of income that are generally taxed are employment income and other Philippines-sourced income.

## 2.5 Tax rates

Net taxable income of citizens, resident aliens, and NRAETBs are taxed at graduated rates ranging from 0 percent to 35 percent effective 1 January 2018. The maximum rate is currently 35 percent on income earned over 8,000,000 Philippine pesos (PHP). NRANETBs are taxed at a flat rate of 25 percent of gross income unless a lower rate is applicable under a double tax treaty or special law.

**03**

# **Social Security**

# 3 Social Security

## 3.1 Liability for social security

Each employer is required to deduct an amount from the salary of each employee for premium contributions remittable to a social security fund, home development mutual fund and the PhilHealth coverage to finance the retirement, sickness, disability, health, and other social security benefits of the employee. The employer is also required to remit a counterpart contribution for the employee. The amount of premium contributions by the employer and employee depends on the salary bracket of each employee, based on a pre-calculated table of contributions.

**04**

# **Compliance obligations**

# 4 Compliance obligations

## 4.1 Employee compliance obligations

An individual taxpayer is taxable on a calendar year basis. In general, every citizen, resident alien, and NRAETB in the Philippines is required to file an income tax return and an annual information return. The said returns should be filed and the net tax on the income tax return should be paid on or before 15 April following the close of the year covered by the return.

## 4.2 Employer compliance obligations

The employer is required to withhold the tax due from the employee's compensation income and remit the same to the tax authorities. If the correct amount of tax due has been properly withheld during the calendar year, the employee may qualify for substituted filing, in which case there is no need for the employee to file an annual income tax return.

A NRAETB, however, does not qualify for substituted filing.

The employer reports the tax withheld using BIR Form 1601-C (Monthly Remittance Return of Income Taxes Withheld on Compensation) and Annual Information Returns of Income Taxes Withheld on Compensation (BIR Form No. 1604-C).

**05**

# **Immigration**

# 5 Immigration

## 5.1 Work permit/visa requirements

Business travelers who are classified as non-restricted foreign nationals generally have a 30-day visa free entry privilege to the Philippines and can be granted an additional 29-day initial extension through the application of a visa waiver. These individuals are allowed to attend business meetings and seminars, make site visits to client facilities or explore business opportunities in the Philippines. On the other hand, business travelers who are classified as restricted foreign nationals are required to secure their 9(a) temporary visitor's visas in the Philippine consulate/embassy office in their country of origin. Business travelers with activities not falling under those allowed of a tourist/business visitor will require a work visa and/or a work permit which must be sponsored by a Philippines entity. The type of work visa required will depend on the type of business registration of the Philippine entity.

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