

Part IV Change of Civil Status (for Female Taxpayer only)

22 From Single to Married From Married to Single

22A Old Name/Maiden Name (First Name, Middle Name, Last Name)

22B New Name/Married Name (First Name, Middle Name, Last Name)

Part V For Employee with Two or More Employers (Multiple Employments) Within the Calendar Year

23 Type of Multiple Employment

Successive employments (With previous employer/s within the calendar year)

Concurrent Employments (With two or more employers at the same time within the calendar year)

(If successive, enter previous employer/s; if concurrent, enter secondary employer/s)

Previous and Concurrent Employment During the Calendar Year

23A Name of Employer

23B TIN of Employer

23C Name of Employer

23D TIN of Employer

24 Declaration

I declare under the penalties of perjury that this application, and all its attachments, have 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 of 1997, as amended, and the regulations issued under authority thereof.

Taxpayer(Employee)/Authorized Representative
(Signature over Printed Name)

Part VI Primary Employer Information

25 Type of Registering Office Head Office Branch Office

26 TIN _____

27 RDO Code _____

28 Employer's Name (Last Name, First Name, Middle Name, If Individual) (Registered Name, If Non Individual)

29 Employer's Address

Unit/Room/Floor/Building No. _____ Building Name _____

Lot/Block/Phase/House No. _____ Street Name _____

Subdivision/Village/Zone _____ Barangay _____

District _____ Municipality/City _____

Province _____ ZIP Code _____

30 Contact Details

Landline Number _____ Fax Number _____ Mobile Number _____

Email Address (required)

31 Relationship Start Date/Date Employee Was Employed (MM/DD/YYYY) _____

32 Municipality Code (To be filled-up by BIR) _____

33 Declaration

I declare, under the penalties of perjury, that this application 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 of 1997, as amended, and the regulations issued under authority thereof.

EMPLOYER/AUTHORIZED REPRESENTATIVE
(Signature over Printed Name)

Title/Position of Signatory

Stamp of BIR Receiving Office and Date of Receipt

*A dependent means a legitimate, illegitimate, legally adopted or foster child chiefly dependent upon and living with the taxpayer if such dependent is not more than twenty-one (21) years of age, unmarried and not gainfully employed or if such dependent, regardless of age, is incapable of self-support because of mental or physical defect or a **Person With Disabilities (PWD) regardless of age, related to the benefactor within the fourth (4th) civil degree of consanguinity or affinity, not gainfully employed and is chiefly dependent upon and living with such benefactor for his/her support.

CHECKLIST OF DOCUMENTARY REQUIREMENTS:

- I. Change of Civil Status**
 - 1. Marriage Contract
 - 2. Court Order (for declaration of nullity of marriage)
- II. Qualified Dependent Child/ren**
 - 1. Photocopy of Birth Certificate of Dependent Child/ren
 - 2. Waiver of husband on his right to claim additional exemption, if wife claims Court Order (for declaration of nullity of marriage)
- III. Qualified Dependent PWD**
 - 1. Photocopy of PWD ID Card issued by the Person's With Disability Affairs Office (PDAO) or the City/Municipal Social Welfare and Development Office (C/MSWDO) of the place where the PWD resides or the National Council on Disability Affairs (NCDA)
 - 2. Sworn Declaration/Identification of Qualified PWD-Dependent, Support and Relationship
 - 3. Birth Certificate of the PWD
 - 4. Medical Certificate attesting to disability issued by an accordance with the implementing Rules and Regulations of Republic Act No. 10754
 - 5. Barangay Certification certifying that the PWD is living with the benefactor

POSSESSION OF MORE THAN ONE TAXPAYER IDENTIFICATION NUMBER (TIN) IS CRIMINALLY PUNISHABLE PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE OF 1997, AS AMENDED.