

## Annex "A"

Steps in Paying Taxes Online:

### **1. Development Bank of the Philippines' Pay Tax Online:**

- Step 1: Visit [www.dbppaytax.com](http://www.dbppaytax.com) and fill out vital details such as TIN, Form No., Tax Type, RDO No., Period Covered and Amount
- Step 2: Check if all information are correct
- Step 3: Choose your mode of payment
- Step 4: Input your personal details and contact number. A one-time password (OTP) will be sent to your mobile device
- Step 5: Submit the OTP within 5 minutes
- Step 6: Click "Pay" to finish the transaction

After payment confirmation, there will be a transaction summary which can be downloaded as a PDF. An email will also be sent to you for the transaction details.

### **2. Land Bank of the Philippines' Link.biz Portal:**

- Step 1: On the Landbank website, click on the E-banking tab, select "Other e-Banking Services", and click "Link.BizPortal"
- Step 2: Click on the logo of Link.BizPortal and this will direct you to the Link.Bizportal website
- Step 3: Click "PAY NOW" and enter or select "Bureau of Internal Revenue" as merchant, then click "CONTINUE".
- Step 4: Select "Tax Payment" as transaction type and press "CONTINUE"
- Step 5: Fill-out the details in the form
- Step 6: Continue to the next page and make a final review before authorizing your payment by doing either of the following:
  - Entering your Landbank or Bancnet account details
  - Entering your log-in credentials with other banks
- Step 7: Proceed with the payment and click "SUBMIT"
- Step 8: Once you click submit, a payment confirmation will be displayed in the Landbank Link.BizPortal for your successful tax payment and will also be sent to the e-mail you have provided

Taxpayer may watch the instructional video through: [bit.ly/Landbank\\_video](http://bit.ly/Landbank_video)

### **3. Union Bank Online (Mobile and Web Payment Facility):**

- Step 1: Log in to UnionBank Online or the UnionBank mobile app
- Step 2: Click on "Pay Bills" and select "Bureau of Internal Revenue"
- Step 3: Fill in the required biller information
- Step 4: Review payment details
- Step 5: Confirm payment
- Step 6: An email confirmation will also be received by the taxpayer in the email address he/she provided.

#### **4. GCash**

- Step 1: Download and install the GCash App
- Step 2: Log in to the GCash App using your PIN
- Step 3: Make sure you have sufficient funds in your GCash wallet
- Step 4: Click “Pay Bills” at the bottom of your screen. Under “Biller”, select “BIR”
- Step 5: Accomplish the “Pay BIR” form
- Step 6: Confirm the details of your payment. Please note that a GCash service fee will be charged to your GCash wallet.
- Step 7: You will receive a text message and an in-app confirmation upon successful transaction.

#### **5. PayMaya**

- Step 1: Download the PayMaya app in the Google Play Store/Apple App Store/Huawei AppGallery
- Step 2: Create or log in to your PayMaya account
- Step 3: From the Home Screen, tap Pay Bills
- Step 4: Look for the BIR logo or type BIR in the search box
- Step 5: Enter the required information
- Step 6: Confirm the details of your payment. Review the details of the transaction before tapping the “Pay” button. After tapping the “Pay” Button on the confirmation page, you will be directed to the processing page.
- Step 7: A confirmation receipt will be displayed. You will also receive an SMS and an e-mail