

S1905 Registration Update Sheet

AUGUST 2022

For Account Enrollment in Online Registration and Update System
For Updating of Records Required in Taxpayer Registration System

Department of Finance
BUREAU OF INTERNAL REVENUE



Print the information that will be updated, supported by documents and sign the declaration. All information is required.

TAXPAYER INFORMATION

► 1 TIN	Branch Code	► 2 RDO CODE	► DLN	For BIR Use Only
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>		<input type="text"/>	<input type="text"/>	
► 2 REGISTERED NAME (For individuals, Last Name, First Name Suffix, Middle Name)			► 3 BIRTH/INCORPORATION DATE MM/DD/YYYY	
<input type="text"/>			<input type="text"/>	
CONTACT INFORMATION	► 4 TAXPAYER'S DESIGNATED OFFICIAL EMAIL ADDRESS		► 5 MOBILE OR TELEPHONE NO.	
	<input type="text"/>		<input type="text"/>	
<p>The designated email address should be of the taxpayer's official email address. This shall be used in serving BIR orders, notices, letters and other processes/communications to the taxpayers. The designated e-mail address shall be the official e-mail address of the registered individual or non-individual taxpayers and not the e-mail address of the authorized representative or tax agent.</p>				
UNIT/RM/FLR/BLDG NAME	LT/BLK/PH/HOUSE NO./STREET NAME	LT/BLK/PH/HOUSE NO./STREET NAME		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
TOWN/DISTRICT	► 6 BARANGAY	► 7 MUNICIPALITY/CITY	► 8 PROVINCE	► 9 ZIPCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

THIS PORTION SHALL BE ACCOMPLISHED BY INDIVIDUALS ONLY

PLACE OF BIRTH	► 10 PLACE OF BIRTH			
	<input type="text"/>			
PARENTS NAME	► 11 FATHER'S FULL NAME		► 12 MOTHER'S FULL MAIDEN NAME	
	<input type="text"/>		<input type="text"/>	
SPOUSE'S INFORMATION (If married)	► 13 SPOUSE'S TIN	Branch Code	► 14 SPOUSE'S FULL NAME	
	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> 00000		<input type="text"/>	
SPOUSE'S EMPLOYER'S INFORMATION (If employed)	► 15 SPOUSE EMPLOYER'S TIN	Branch Code	► 16 SPOUSE EMPLOYER'S REGISTERED NAME	
	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>		<input type="text"/>	
TAXPAYER EMPLOYER'S INFORMATION (If employed)	► 17 EMPLOYER'S TIN	Branch Code	► 18 EMPLOYER'S REGISTERED NAME	
	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>		<input type="text"/>	

AUTHORIZED REPRESENTATIVE / CONTACT PERSON (For Non-individual)

AUTHORIZED REPRESENTATIVE OR CONTACT PERSON INFORMATION	► 19 TIN	Branch Code	► 20 POSITION/TITLE
	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> 00000		<input type="text"/>
► 21 FULL NAME			
<input type="text"/>			

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, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the *Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

Stamp of BIR Receiving Office
and Date of Receipt

► 22 SIGNATURE OVER PRINTED NAME	► 23 DATE	
<input type="text"/>	<input type="text"/>	
TAXPAYER/AUTHORIZED REPRESENTATIVE		

You may submit this sheet via email to the Revenue District Office (RDO) where you are registered. For individuals, sender via email application should match with item 4 above if not transacting with a representative. You may scan the QR Code for the contact information and email address of the RDOs.

SCAN ME



CHECKLIST OF REQUIREMENTS (scanned or photocopy)

Government ID of the taxpayer, if individual;
or Birth Certificate;
Marriage Certificate;
If transacting through a representative:
SPA or Board Resolution/Secretary's Certificate; and
Government ID of the signatory and representative.