

(To be filled out by BIR) DLN: _____



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

Application for Registration

BIR Form No.

1904

January 2024 (ENCS) P1

**For One-time Taxpayer and Person Registering under E.O. 98
(Securing a TIN to be able to transact with any government office)**

TIN to be issued (To be filled out by BIR) - - - 0 0 0 0 0

Fill in all applicable white spaces. Mark all appropriate boxes with an "X"

1 Date of Registration (MM/DD/YYYY) <input style="width: 100%;" type="text"/>	2 PhilSys Card Number (PCN) (If Applicable) <input style="width: 100%;" type="text"/>	3 RDO Code (To be filled out by BIR) <input style="width: 100%;" type="text"/>
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Part I – Taxpayer Information

4 Taxpayer Type

<input type="checkbox"/> E.O. 98 (Filipino Citizen)	<input type="checkbox"/> One-Time Transaction – Foreign National
<input type="checkbox"/> E.O. 98 (Foreign National)	<input type="checkbox"/> Passive Income Earner Only
<input type="checkbox"/> One-Time Transaction – Filipino Citizen	<input type="checkbox"/> Estate (Non-Business)

5 Foreign TIN (if any) <input style="width: 100%;" type="text"/>	6 Country of Residence, if applicable <input style="width: 100%;" type="text"/>
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7 Taxpayer's Name

7A (If Individual) (Last Name) <input style="width: 100%;" type="text"/>	7A (First Name) <input style="width: 100%;" type="text"/>	7A (Middle Name) <input style="width: 100%;" type="text"/>	7A (Suffix) <input style="width: 100%;" type="text"/>	7A (Nickname) <input style="width: 100%;" type="text"/>
7B (If Non-Individual) (Registered Name) <input style="width: 100%;" type="text"/>				
7C [If ESTATE, ESTATE of (First Name, Middle Name, Last Name, Suffix)] [If TRUST, FAO: (First Name, Middle Name, Last Name, Suffix)] <input style="width: 100%;" type="text"/>				

8 Date of Birth/Organization (MM/DD/YYYY) <input style="width: 100%;" type="text"/>	9 Place of Birth <input style="width: 100%;" type="text"/>
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10 Local Residence Address

Unit/Room/Floor/Building No. <input style="width: 100%;" type="text"/>	Building Name/Tower <input style="width: 100%;" type="text"/>	Lot/Block/Phase/House No. <input style="width: 100%;" type="text"/>	Street Name <input style="width: 100%;" type="text"/>
Subdivision/Village/Zone <input style="width: 100%;" type="text"/>	Barangay <input style="width: 100%;" type="text"/>	Town/District <input style="width: 100%;" type="text"/>	ZIP Code <input style="width: 100%;" type="text"/>
Municipality/City <input style="width: 100%;" type="text"/>	Province <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

11 Principal Foreign Address, if applicable (Indicate complete foreign address) <input style="width: 100%;" type="text"/>	12 Municipality Code (To be filled out by BIR) <input style="width: 100%;" type="text"/>
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13 Date of Arrival in the Philippines (MM/DD/YYYY) <input style="width: 100%;" type="text"/>	14 Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	15 Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Legally Separated
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16 Contact Number (Landline/Mobile No.) <input style="width: 100%;" type="text"/>	17 Official Email Address <input style="width: 100%;" type="text"/>
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18 Mother's Maiden Name (First Name, Middle Name, Last Name, Suffix) <input style="width: 100%;" type="text"/>	19 Father's Name (First Name, Middle Name, Last Name, Suffix) <input style="width: 100%;" type="text"/>
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20 Identification Details [government issued ID (e.g., passport, driver's license, etc.), company ID, etc.]

Type	Number	Effectivity Date (MM/DD/YYYY)	Expiry Date (MM/DD/YYYY)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Part II – Spouse Information

21 Employment Status of Spouse Unemployed Employed Locally Employed Abroad Engaged in Business/Practice of Profession

22 Spouse Name (Last Name, First Name, Middle Name, Suffix) <input style="width: 100%;" type="text"/>	23 Spouse TIN <input style="width: 100%;" type="text"/>
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24 Spouse Employer's Name (If Individual, Last Name, First Name, Middle Name, Suffix) (If Non-Individual Registered Name)(Attach additional sheet/s, if necessary) <input style="width: 100%;" type="text"/>	25 Spouse Employer's TIN <input style="width: 100%;" type="text"/>
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Part III – Transaction Details

26 Purpose of TIN Application

<input type="checkbox"/> A Dealings with Banks	<input type="checkbox"/> B Dealings with Government Agencies	<input type="checkbox"/> C Tax Treaty Relief	<input type="checkbox"/> D Sale, Assignment and/or Disposal of Shares of Stock
<input type="checkbox"/> E Sale, Assignment and/or Disposal of Real Property/ies classified as Capital Asset	<input type="checkbox"/> F Sale, Assignment and/or Disposal of Real Property/ies classified as Ordinary Asset	<input type="checkbox"/> G Donation of Property/ies	<input type="checkbox"/> H Transfer of Property/ies by Succession (Death)
<input type="checkbox"/> I First Time Job Seeker	<input type="checkbox"/> J Others (specify) <input style="width: 100%;" type="text"/>		

Part IV – Withholding Agent/Accredited Tax Agent Information

27 Taxpayer Identification Number (TIN) <input style="width: 100%;" type="text"/>	28 RDO Code <input style="width: 100%;" type="text"/>
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29 Withholding Agent/Accredited Tax Agent's Name (If Individual, Last Name, First Name, Middle Name, Suffix)(If Non-Individual, Registered Name) (if different from taxpayer)

30 Registered Address <i>(Sub-street, Building/Street, Barangay, City/Municipality, Province)</i>		
		30A ZIP Code
31 Contact Number <i>(Landline/Mobile No.)</i>	32 Official Email Address	
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, 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.		<i>Stamp of BIR Receiving Office and Date of Receipt</i>
_____ TAXPAYER/AUTHORIZED REPRESENTATIVE <i>(Signature over Printed Name)</i>		_____ Title/Position of Signatory

Note: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

Documentary Requirements:

FOR E.O. 98 AND ONETT – INDIVIDUAL (LOCAL & RESIDENT ALIEN)

1. Any government-issued ID (e.g., PhilID/ePhilID, Passport, Driver's License/eDriver's License) that shows the name, address and birthdate of the applicant. In case the ID has no address, any proof of residence or business address; (1 photocopy)

For transfer of properties by succession

- Death Certificate of decedent or Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)

Additional documents, if applicable:

1. Marriage Contract, for married female; (1 photocopy)
2. If transacting through a Representative:
- 2.1 Special Power of Attorney (SPA) executed by the taxpayer-applicant indicating the purpose and name of authorized representative; (1 original)
- 2.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy, both with one specimen signature)
3. For First Time Job Seeker
- Barangay Certification that the applicant is a resident of the barangay and is a First Time Job Seeker; (1 certified true copy)

FOR E.O. 98 – FOREIGN NATIONAL (NONRESIDENT)

1. Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
- Additional documents, if applicable:**
2. If transacting through a Representative:
- 2.1 Apostilled Special Power of Attorney (SPA) or authenticated by the Philippine Embassy or Consulate General, indicating the purpose and name of authorized representative; (1 certified true copy, original for presentation)
- 2.2 Any government-issued ID of the taxpayer and authorized representative; (1 photocopy)
3. For International Gaming Licensee (IGL) or POGO Employees
- Employment contract or equivalent document indicating the duration of employment, compensation and other benefits, and scope of duties. (1 certified true copy)

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.