



22 March 2023

MEMORANDUM CIRCULAR NO. 6
Series of 2023

To: All Individuals under a Job Order or Service Contract Agreement (Job Order Workers, Part-time Instructors and other Non-Regular Professionals still rendering services to VSU)

Re: Filing of CY 2022 Annual Income Tax Return

Please be reminded to file your Annual Income Tax Return that is duly required by BIR in reporting your income, expenses, and other pertinent tax information. The filing is individual and should be through eBIRForms which is downloadable online at <https://www.bir.gov.ph/index.php/eservices/ebirforms.html>.

You can also refer to the video infographics shared by the BIR on their Facebook page on how to file your Annual Income Tax Return:

For Individuals Earning Income PURELY from Business/Profession, fill up BIR Form No. 1701A.
Link: <https://fb.watch/jq4hZCJvHv/>

For Individuals who are MIXED Income Earners, fill up BIR Form No. 1701v2018.
Link: <https://fb.watch/jq4giCoEPG/>

For your reference on how to fill out the BIR Form No. 1701A, kindly see attached guidelines (**Annex A**).

If you need assistance, feel free to contact Accounting Office through VOIP No. 1006 or message the following personnel:

- Elizabeth "Ellie" D. Pasa (for JOs)
- Maria Fe "Inday" A. Baslan (for Part-time Instructors)

They will provide you with the total amount of your Sales/Revenue/Receipt and the Tax Withheld (if there is any) here at VSU for the year 2022 which will be needed in filling out the forms.

The BIR requires that your Annual Income Tax Return must be filed on or before the 15th day of April each year. However, since April 15, 2023 falls on a weekend, the deadline has been extended to April 17, 2023.

You may visit the BIR Revenue District Office 89 - Ormoc City's facebook page for more tax updates: <https://www.facebook.com/birgovph.rdo089>.
Let us support the BIR's "#AVOIDTHERUSH! Magfile and Pay ng Maaga." tax campaign.

For your information and compliance. Thank you.

DANIEL LESLIE S. TAN
Vice President for Administration and Finance