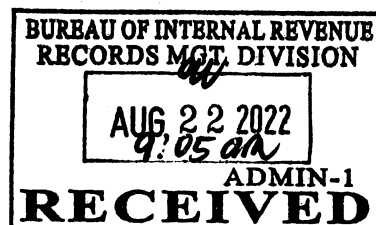




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City



August 18, 2022

REVENUE MEMORANDUM CIRCULAR NO. 122-2022

SUBJECT : Updating of Registration Information Record of Taxpayers Who Will Enroll in the Bureau's Online Registration and Update System

TO : All Internal Revenue Officers, Employees and Others Concerned

One of the objectives of the Bureau's Digital Transformation Roadmap in 2022-2023 is to deliver a convenient, accessible and fast registration for taxpayers. In this regard, the Bureau will be launching an Online Registration and Update System (ORUS) that will allow taxpayers to register, update and transact registration-related transactions online. In preparation for the implementation of the ORUS, this Circular is issued to advise all clients of the Bureau to update their registration records to be able to enroll in the said system.

All taxpayers who intend to transact online with the Bureau thru the ORUS, once available, and those who are currently transacting manually for their registration-related transactions, shall update their registration records, such as **e-mail address** and **contact information** using the **S1905 – Registration Update Sheet (RUS)** herein attached as Annex "A". The RUS is available at the Client Support Section (CSS) of the Revenue District Office (RDO) and the Bureau's Official Website (www.bir.gov.ph) under the Advisory Section.

The designated e-mail address should be the taxpayer's official e-mail address. This shall be used in serving BIR orders, notices, letters and other processes/communications to the taxpayers.

Registered taxpayers shall update their Head Office registration first before updating their branches. In case of employees, employers shall inform their employees regarding this requirement. The RUS may be submitted via e-mail thru the list, herein attached as Annex "B", to the concerned RDO where the taxpayer is registered.

All internal revenue officials and employees are hereby enjoined to give this Circular as wide a publicity as possible.

Lilia C. Guillermo
LILIA CATRIS GUILLERMO
Commissioner of Internal Revenue

000746



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

TAXPAYER INFORMATION

▶1 TIN

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Branch Code

▶2 RDO CODE

▶DLN

For BIR Use Only

▶2 REGISTERED NAME (For individuals, Last Name, First Name Suffix, Middle Name)

▶3 BIRTH/INCORPORATION DATE

MM/DD/YYYY

CONTACT INFORMATION

▶4 TAXPAYER'S DESIGNATED OFFICIAL EMAIL ADDRESS

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.

▶5 MOBILE OR TELEPHONE NO.

UNIT/RM/FLR/BLDG NAME

LT/BLK/PH/HOUSE NO./STREET NAME

LT/BLK/PH/HOUSE NO./STREET NAME

TOWN/DISTRICT

▶6 BARANGAY

▶7 MUNICIPALITY/CITY

▶8 PROVINCE

▶9 ZIPCODE

THIS PORTION SHALL BE ACCOMPLISHED BY INDIVIDUALS ONLY

PLACE OF BIRTH

▶10 PLACE OF BIRTH

PARENTS NAME

▶11 FATHER'S FULL NAME

▶12 MOTHER'S FULL MAIDEN NAME

SPOUSE'S INFORMATION (If married)

▶13 SPOUSE'S TIN

-

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Branch Code

00000

▶14 SPOUSE'S FULL NAME

SPOUSE'S EMPLOYER' INFORMATION (If employed)

▶15 SPOUSE EMPLOYER'S TIN

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Branch Code

▶16 SPOUSE EMPLOYER'S REGISTERED NAME

TAXPAYER EMPLOYER'S INFORMATION (If employed)

▶17 EMPLOYER'S TIN

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-

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Branch Code

▶18 EMPLOYER'S REGISTERED NAME

AUTHORIZED REPRESENTATIVE / CONTACT PERSON (For Non-individual)

AUTHORIZED REPRESENTATIVE OR CONTACT PERSON INFORMATION

▶19 TIN

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Branch Code

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▶20 POSITION/TITLE

▶21 FULL NAME

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.

▶22 SIGNATURE OVER PRINTED NAME

TAXPAYER/AUTHORIZED REPRESENTATIVE

▶23 DATE

Stamp of BIR Receiving Office and Date of Receipt

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.

LIST OF EMAIL ADDRESSES FOR SUBMISSION OF S1905

RDO	CSS EMAIL
RDO No. 1 - Laoag City, Ilocos Norte	rdo_1css@bir.gov.ph
RDO No. 2 - Vigan, Ilocos Sur	rdo_2css@bir.gov.ph
RDO No. 3 - San Fernando, La Union	rdo_3css@bir.gov.ph
RDO No. 4 - Calasiao, West Pangasinan	rdo_4css@bir.gov.ph
RDO No. 5 - Alaminos, West Pangasinan	rdo_5css@bir.gov.ph
RDO No. 6 - Urdaneta, East Pangasinan	rdo_6css@bir.gov.ph
RDO No. 7 - Bangued, Abra	rdo_7css@bir.gov.ph
RDO No. 8 - Baguio City	rdo_8css@bir.gov.ph
RDO No. 9 - La Trinidad, Benguet	rdo_9css@bir.gov.ph
RDO No. 10 - Bontoc, Mt. Province	rdo_10css@bir.gov.ph
RDO No. 11 - Tabuk City, Kalinga	rdo_11css@bir.gov.ph
RDO No. 12- Lagawe, Ifugao	rdo_12css@bir.gov.ph
RDO No. 13 - Tuguegarao, Cagayan	rdo_13css@bir.gov.ph
RDO No. 14 - Bayombong, Nueva Vizcaya	rdo_14css@bir.gov.ph
RDO No. 15 - Naguilan, Isabela	rdo_15css@bir.gov.ph
RDO No. 16 - Cabarroguis, Quirino	rdo_16css@bir.gov.ph
RDO No. 17A - Tarlac, Tarlac City	rdo_17acss@bir.gov.ph
RDO No. 17B - Paniqui, Tarlac	rdo_17bcss@bir.gov.ph
RDO No. 18 - Olongapo City	rdo_18css@bir.gov.ph
RDO No. 19 - Subic Bay Freeport Zone	rdo_19css@bir.gov.ph
RDO No. 20 - Balanga, Bataan	rdo_20css@bir.gov.ph
RDO No. 21A - North Pampanga	rdo_21acss@bir.gov.ph
RDO No. 21B - South Pampanga	rdo_21bcss@bir.gov.ph
RDO No. 21C - Clark Freeport Zone	rdo_21ccss@bir.gov.ph
RDO No. 22 - Baler, Aurora	rdo_22css@bir.gov.ph
RDO No. 23A - North Nueva Ecija	rdo_23acss@bir.gov.ph
RDO No. 23B - South Nueva Ecija	rdo_23bcss@bir.gov.ph
RDO No. 24 - Valenzuela City	rdo_24css@bir.gov.ph
RDO No. 25A - Plaridel, Bulacan	rdo_25acss@bir.gov.ph
RDO No. 25B - Sta. Maria, Bulacan	rdo_25bcss@bir.gov.ph
RDO No. 26 - Malabon-Navotas	rdo_26css@bir.gov.ph
RDO No. 27 - Caloocan City	rdo_27css@bir.gov.ph
RDO No. 28 – Novaliches	rdo_28css@bir.gov.ph

LIST OF EMAIL ADDRESSES FOR SUBMISSION OF S1905

RDO	CSS EMAIL
RDO No. 29 - Tondo - San Nicolas	rdo_29css@bir.gov.ph
RDO No. 30 – Binondo	rdo_30css@bir.gov.ph
RDO No. 31- Sta. Cruz	rdo_31css@bir.gov.ph
RDO No. 32 - Quiapo-Sampaloc-Sta. Mesa- San Miguel	rdo_32css@bir.gov.ph
RDO No. 33 - Intramuros-Ermita-Malate	rdo_33css@bir.gov.ph
RDO No. 34 - Paco-Pandacan-Sta. Ana-San Andres	rdo_34css@bir.gov.ph
RDO No. 35 – Romblon	rdo_35css@bir.gov.ph
RDO No. 36 - Puerto Princesa	rdo_36css@bir.gov.ph
RDO No. 37 - San Jose, Occidental Mindoro	rdo_37css@bir.gov.ph
RDO No. 38 - North, Quezon City	rdo_38css@bir.gov.ph
RDO No. 39 - South Quezon City	rdo_39css@bir.gov.ph
RDO No. 40 - Cubao	rdo_40css@bir.gov.ph
RDO No. 41 - Mandaluyong City	rdo_41css@bir.gov.ph
RDO No. 42 - San Juan	rdo_42css@bir.gov.ph
RDO No. 43 - Pasig	rdo_43css@bir.gov.ph
RDO No. 44 - Taguig-Pateros	rdo_44css@bir.gov.ph
RDO No. 45 - Marikina	rdo_45css@bir.gov.ph
RDO No. 46 - Cainta/Taytay	rdo_46css@bir.gov.ph
RDO No. 47 - East Makati	rdo_47css@bir.gov.ph
RDO No. 48 - West Makati	rdo_48css@bir.gov.ph
RDO No. 49 - North Makati	rdo_49css@bir.gov.ph
RDO No. 50 - South Makati	rdo_50css@bir.gov.ph
RDO No. 51 - Pasay City	rdo_51css@bir.gov.ph
RDO No. 52 - Parañaque	rdo_52css@bir.gov.ph
RDO No. 53A - Las Piñas City	rdo_53acss@bir.gov.ph
RDO No. 53B - Muntinlupa City	rdo_53bcss@bir.gov.ph
RDO No. 54A - Trece Martirez City, East Cavite	rdo_54acss@bir.gov.ph
RDO No. 54B - Kawit, West Cavite	rdo_54bcss@bir.gov.ph
RDO No. 55 - San Pablo City	rdo_55css@bir.gov.ph
RDO No. 56 - Calamba, Laguna	rdo_56css@bir.gov.ph
RDO No. 57 - Biñan, Laguna	rdo_57css@bir.gov.ph
RDO No. 58 - Batangas City	rdo_58css@bir.gov.ph
RDO No. 59 - Lipa City	rdo_59css@bir.gov.ph

LIST OF EMAIL ADDRESSES FOR SUBMISSION OF S1905

RDO	CSS EMAIL
RDO No. 60 - Lucena City	rdo_60css@bir.gov.ph
RDO No. 61 - Gumaca, Quezon	rdo_61css@bir.gov.ph
RDO No. 62 - Boac, Marinduque	rdo_62css@bir.gov.ph
RDO No. 63 - Calapan, Oriental Mindoro	rdo_63css@bir.gov.ph
RDO No. 64 - Talisay, Camarines Norte	rdo_64css@bir.gov.ph
RDO No. 65 - Naga City	rdo_65css@bir.gov.ph
RDO No. 66 - Iriga City	rdo_66css@bir.gov.ph
RDO No. 67 - Legazpi City, Albay	rdo_67css@bir.gov.ph
RDO No. 68 - Sorsogon, Sorsogon	rdo_68css@bir.gov.ph
RDO No. 69 - Virac, Catanduanes	rdo_69css@bir.gov.ph
RDO No. 70 - Masbate, Masbate	rdo_70css@bir.gov.ph
RDO No. 71 - Kalibo, Aklan	rdo_71css@bir.gov.ph
RDO No. 72 - Roxas City	rdo_72css@bir.gov.ph
RDO No. 73 - San Jose, Antique	rdo_73css@bir.gov.ph
RDO No. 74 - Iloilo City	rdo_74css@bir.gov.ph
RDO No. 75 - Zarraga, Iloilo City	rdo_75css@bir.gov.ph
RDO No. 76 - Victorias City, Negros Occidental	rdo_76css@bir.gov.ph
RDO No. 77 - Bacolod City	rdo_77css@bir.gov.ph
RDO No. 78 - Binalbagan, Negros Occidental	rdo_78css@bir.gov.ph
RDO No. 79 - Dumaguete City	rdo_79css@bir.gov.ph
RDO No. 80 - Mandaue City	rdo_80css@bir.gov.ph
RDO No. 81 - Cebu City North	rdo_81css@bir.gov.ph
RDO No. 82 - Cebu City South	rdo_82css@bir.gov.ph
RDO No. 83 - Talisay, Cebu	rdo_83css@bir.gov.ph
RDO No. 84 - Tagbilaran City	rdo_84css@bir.gov.ph
RDO No. 85 - Catarman, Northern Samar	rdo_85css@bir.gov.ph
RDO No. 86 - Borongan, Eastern Samar	rdo_86css@bir.gov.ph
RDO No. 87 - Calbayog City, Samar	rdo_87css@bir.gov.ph
RDO No. 88 - Tacloban City	rdo_88css@bir.gov.ph
RDO No. 89 - Ormoc City	rdo_89css@bir.gov.ph
RDO No. 90 - Maasin, Southern Leyte	rdo_90css@bir.gov.ph
RDO No. 91 - Dipolog City	rdo_91css@bir.gov.ph
RDO No. 92 - Pagadian City, Zamboanga del Sur	rdo_92css@bir.gov.ph

LIST OF EMAIL ADDRESSES FOR SUBMISSION OF S1905

RDO	CSS EMAIL
RDO No. 93A - Zamboanga City, Zamboanga del Sur	rdo_93acss@bir.gov.ph
RDO No. 93B - Zamboanga Sibugay	rdo_93bcss@bir.gov.ph
RDO No. 94 - Isabela, Basilan	rdo_94css@bir.gov.ph
RDO No. 95 - Jolo, Sulu	rdo_95css@bir.gov.ph
RDO No. 96 - Bongao, Tawi-Tawi	rdo_96css@bir.gov.ph
RDO No. 97 - Gingoog City	rdo_97css@bir.gov.ph
RDO No. 98 - Cagayan de Oro City	rdo_98css@bir.gov.ph
RDO No. 99 - Malaybalay, Bukidnon	rdo_99css@bir.gov.ph
RDO No. 100 - Ozamis City	rdo_100css@bir.gov.ph
RDO No. 101 - Iligan City	rdo_101css@bir.gov.ph
RDO No. 102 - Marawi City	rdo_102css@bir.gov.ph
RDO No. 103 - Butuan City	rdo_103css@bir.gov.ph
RDO No. 104 - Bayugan, Agusan del Sur	rdo_104css@bir.gov.ph
RDO No. 105 - Surigao City	rdo_105css@bir.gov.ph
RDO No. 106 - Tandag, Surigao del Sur	rdo_106css@bir.gov.ph
RDO No. 107 - Cotabato City	rdo_107css@bir.gov.ph
RDO No. 108 - Kidapawan, North Cotabato	rdo_108css@bir.gov.ph
RDO No. 109 - Tacurong, Sultan Kudarat	rdo_109css@bir.gov.ph
RDO No. 110 - General Santos City	rdo_110css@bir.gov.ph
RDO No. 111 - Koronadal, South Cotabato	rdo_111css@bir.gov.ph
RDO No. 112 - Tagum, Davao del Norte	rdo_112css@bir.gov.ph
RDO No. 113A - West Davao City	rdo_113css@bir.gov.ph
RDO No. 113B - East Davao City	rdo_132css@bir.gov.ph
RDO No. 114 - Mati, Davao Oriental	rdo_114css@bir.gov.ph
RDO No. 115 - Digos, Davao del Sur	rdo_115css@bir.gov.ph