



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Account Information Form

1701AIF

July 1999 (ENCS)

(To be accomplished & filed with BIR Form No. 1701 unless taxpayer opted for Optional Standard Deduction)

For Self-Employed and Professional Individuals/ Estate and Trusts (Engaged in Trade or Business)

1 For the Year (YYYY) <input type="text"/>	2 Category: Taxpayer/Filer <input type="checkbox"/> Spouse <input type="checkbox"/>	Self-Employed <input type="checkbox"/>	Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/>
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Part I Background Information

3 Taxpayer Identification No. <input type="text" value="0,0,0"/>
4 Taxpayer's Name (Name of Decedent / Trust Account) (Last Name, First Name, Middle Initial for Individuals) <input type="text"/>
5 Name of Administrator / Trustee (If Individual, Last Name first, followed by First Name and Middle Initial) <input type="text"/>

6A Method of Inventory Valuation (Specify) <input type="text"/>	6B Method of Bookkeeping Manual <input type="checkbox"/> Computerized <input type="checkbox"/>	6C Kind of Books Registered Loose-leaf <input type="checkbox"/> Bound <input type="checkbox"/>
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Part II Income Statement

		Comparative	
		Previous Year	Current Year
7 Gross Sales/Revenues/Receipts/Fees	7A	.	7B .
8 Share from General Professional Partnership Income	8A	.	8B .
9 Less: Sales Returns and Allowances	9A	.	9B .
Sales Discounts	9C	.	9D .
10 Net Sales/Revenues/Receipts/Fees (Item 7 and 8 less Item 9)	10A	.	10B .
11 Less: Cost of Sales/Services (Schedule 1)	11A	.	11B .
12 Gross Profit from Operations (Item 10 less Item 11)	12A	.	12B .
Add: Non-operating Income			
13 Gain from Sales / Exchanges of Real Properties (Sch.4)	13A	.	13B .
14 Gain from Sales / Exchanges of Other Fixed Assets,Scrap, etc.	14A	.	14B .
15 Gain from Sales / Exchanges of Stocks	15A	.	15B .
16 Other Income (Schedule 5)	16A	.	16B .
17 Total Gross Income (Sum of Items 12 to 16)	17A	.	17B .
Less: Expenses			
18 Salaries and Allowances	18A	.	18B .
19 Fringe Benefit	19A	.	19B .
20 SSS, GSIS, Medicare, HDMF and Other Contributions	20A	.	20B .
21 Commission	21A	.	21B .
22 Outside Services	22A	.	22B .
23 Advertising	23A	.	23B .
24 Rental	24A	.	24B .
25 Insurance	25A	.	25B .
26 Royalties	26A	.	26B .
27 Repairs and Maintenance	27A	.	27B .
28 Representation and Entertainment	28A	.	28B .
29 Transportation and Travel	29A	.	29B .
30 Fuel and Oil	30A	.	30B .
31 Communication, Light and Water	31A	.	31B .
32 Supplies	32A	.	32B .
33 Interest	33A	.	33B .
34 Taxes and Licenses (Schedule 2)	34A	.	34B .
35 Losses	35A	.	35B .
36 Bad Debts	36A	.	36B .
37 Depreciation	37A	.	37B .
38 Amortization of Intangibles	38A	.	38B .
39 Depletion	39A	.	39B .
40 Charitable Contribution	40A	.	40B .
41 Research and Development	41A	.	41B .
42 Amortization of Pension Trust Contribution	42A	.	42B .
43 Miscellaneous	43A	.	43B .
44 Total Expenses (Sum of Items 18 to 43)	44A	.	44B .
45 Net Income/ (Loss) (Item 17 Less Item 44)	45A	.	45B .

Part III		Balance Sheet			
		Beginning		Ending	
Assets					
<i>Current Assets</i>					
46	Cash on Hand and in Banks	46A	.	46B	.
47	Marketable Securities	47A	.	47B	.
48	Accounts Receivable - Trade	48A	.	48B	.
49	Less: Allowance for Bad Debts	49A	.	49B	.
50	Net Accounts Receivable - Trade	50A	.	50B	.
51	Other Receivables	51A	.	51B	.
<i>Inventory</i>					
52	Finished Goods / Merchandise	52A	.	52B	.
53	Goods in Process	53A	.	53B	.
54	Raw Materials	54A	.	54B	.
55	Supplies	55A	.	55B	.
56	Total Inventory (Sum of Items 52 to 55)	56A	.	56B	.
57	Prepayments	57A	.	57B	.
58	Total Current Assets (Sum of Items 46, 47, 50, 51, 56 & 57)	58A	.	58B	.
<i>Long-Term Investments</i>					
59	Stocks and Bonds	59A	.	59B	.
60	Real Estate	60A	.	60B	.
61	Others	61A	.	61B	.
62	Total Long-Term Investments (Sum of Items 59 to 61)	62A	.	62B	.
<i>Fixed Assets</i>					
63	Land	63A	.	63B	.
64	Building	64A	.	64B	.
65	Less: Accumulated Depreciation	65A	.	65B	.
66	Net Book Value - Building	66A	.	66B	.
67	Other Depreciable Assets	67A	.	67B	.
68	Less: Accumulated Depreciation	68A	.	68B	.
69	Net Book Value - Other Depreciable Assets (Item 67 less Item 68)	69A	.	69B	.
70	Fixed Asset - Appraisal Increase	70A	.	70B	.
71	Less: Accum. Dep'n-Appraisal Increase	71A	.	71B	.
72	Net Book Value (Item 70 less Item 71)	72A	.	72B	.
73	Total Fixed Assets (Sum of Items 63, 66, 69 & 72)	73A	.	73B	.
74	Other Assets	74A	.	74B	.
75	Total Assets (Sum of Items 58, 62, 73 & 74)	75A	.	75B	.
LIABILITIES AND OWNER'S EQUITY					
<i>Current Liabilities</i>					
76	Accounts Payable - Trade	76A	.	76B	.
77	Other Payables	77A	.	77B	.
78	Total Current Liabilities (Sum of Items 76 & 77)	78A	.	78B	.
<i>Long-Term Liabilities</i>					
79	Long-Term Debts	79A	.	79B	.
<i>Deferred Credits / Other Liabilities</i>					
80	Deferred Credits/Other Liabilities	80A	.	80B	.
81	Total Liabilities (Sum of Items 78 to 80)	81A	.	81B	.
<i>Owner's Equity</i>					
82	Balance, January 1	82A	.	82B	.
83	Additional Investment/Donated Capital	83A	.	83B	.
84	Net Income/(Loss)	84A	.	84B	.
85	Appraisal Capital	85A	.	85B	.
86	Drawings	86A	.	86B	.
87	Balance, December 31 (Sum of Items 82 to 85 less Item 86)	87A	.	87B	.
88	Total Liabilities and Owners Equity (Sum of Items 81 and 87)	88A	.	88B	.
Schedule 1 BREAKDOWN OF COST OF SALES/SERVICES					
A. For Trading Entity:					
89	Merchandise Inventory, Beginning	89A	.	89B	.
90	Add: Purchases	90A	.	90B	.
91A/B	Add: Freight In	91A	.	91B	.
91C/D	Less: Purchase Returns and Allowances	91C	.	91D	.
91E/F	Purchase Discounts	91E	.	91F	.
91G/H	Net Purchases	91G	.	91H	.
92	Goods Available for Sale (Sum of Items 89 & 91D)	92A	.	92B	.
93	Less: Merchandise Inventory, Ending	93A	.	93B	.
94	Total Cost of Sales (Item 92 less item 93)	94A	.	94B	.

BREAKDOWN OF COST OF SALES/SERVICES (continuation)

B. For Manufacturing Entity:			
95	Raw Materials Inventory, Beginning	95A	95B
96	Add: Purchases	96A	96B
	97A/B Add: Freight In	97A	97B
	97C/D Less: Purchase Returns and Allowances	97C	97D
	97E/F Purchase Discounts	97E	97F
	97G/H Net Purchases	97G	97H
98	Raw Materials Available For Use (Sum of Items 95 & 97)	98A	98B
99	Less: Raw Materials Inventory, Ending	99A	99B
100	Total Raw Materials Used (Item 98 less Item 99)	100A	100B
101	Direct Labor	101A	101B
102 Manufacturing Overhead:			
103	Supervision & Indirect Labor	103A	103B
104	Supplies	104A	104B
105	Rental	105A	105B
106	Outside Services	106A	106B
107	Communication, Light & Water	107A	107B
108	Taxes and Licenses (Schedule 2)	108A	108B
109	Depreciation	109A	109B
110	Others	110A	110B
111	Total Manufacturing Overhead (Sum of Items 103 to 110)	111A	111B
112	Total Manufacturing Costs (Sum of Items 100, 101 & 111)	112A	112B
113	Add: Work in Process, Beginning	113A	113B
114	Less: Work in Process, Ending	114A	114B
115	Total Cost of Goods Manufactured	115A	115B
116	Add: Finished Goods Inventory, Beginning	116A	116B
117	Less: Finished Goods Inventory, Ending	117A	117B
118	Total Cost of Goods Manufactured & Sold	118A	118B
C. For Service Entity:			
119	Direct Charges - Salaries, Wages & Benefits	119A	119B
120	Direct Charges - Materials & Supplies	120A	120B
121	Direct Charges - Rental	121A	121B
122	Direct Charges - Depreciation (Schedule 4)	122A	122B
123	Direct Charges - Outside Services	123A	123B
124	Direct Charges - Others	124A	124B
125	Total Cost of Services (Sum of Items 119 to 124)	125A	125B

Schedule 2 Schedule of Taxes and Licenses						
Kind of Tax		Official Receipt No.		Date Paid		Amount
126A		126B		126C		126D
127A		127B		127C		127D
128A		128B		128C		128D
129A		129B		129C		129D
130A		130B		130C		130D
131A		131B		131C		131D
132A		132B		132C		132D
133A		133B		133C		133D
134A		134B		134C		134D
135	Total					135D

Schedule 3 Schedule of Income - producing Properties					
Property		Nature of Income		Amount of Income	
136A		136B		136C	
137A		137B		137C	
138A		138B		138C	
139A		139B		139C	
140A		140B		140C	
141A		141B		141C	
142A		142B		142C	
143A		143B		143C	
144A		144B		144C	
145	Total			145	