

COURSE TITLE:
REGISTRATION, TAX COMPLIANCE AND BOOKKEEPING FOR ONLINE SELLERS, PROFESSIONALS AND FREELANCERS



KeepSmart Cloud Solution

Course Description:

This course provides online sellers, professionals and freelancers with practical guidance on Government compliance and bookkeeping practices tailored to their business operations. Participants will learn the **fundamentals of Philippine tax regulations and compliance, registration procedures, tax planning, and essential bookkeeping techniques** to manage their finances effectively and meet legal obligations.

Course Objectives:

- Understand the basics of the Philippine tax system as it applies to online selling, professionals and freelancers
- Learn how to register as a taxpayer and fulfill tax obligations as an online seller, professionals and freelancers.
- Identify tax exemptions, deductible expenses and incentives to optimize tax liabilities.
- Develop proficiency in maintaining organized financial records and basic bookkeeping.
- Familiarize with tax forms and deadlines for filing taxes accurately and on time.
- Implement strategies for proactive tax planning and risk mitigation.

LESSON PROPER	DATE TO TEACH	TOPIC TITLE	SHADE ONCE DONE	DATE ACCOMPLISHED	REMARKS
LESSON 1 How to register as Business or Professional, Freelancers		Why it's important to register for taxes as an online seller, professionals and freelancers?	<input type="checkbox"/>		
		Steps to register for taxes as an online seller, professionals and freelancers in the Philippines	<input type="checkbox"/>		
		- DTI / BRGY. / CITY HALL / BIR	<input type="checkbox"/>		
LESSON 2 Business Taxes, Deadlines and Penalties		Income Tax	<input type="checkbox"/>		
		Value-added Tax (VAT)	<input type="checkbox"/>		
		Percentage Tax	<input type="checkbox"/>		
		Withholding Tax	<input type="checkbox"/>		
		Deadlines for filing and paying taxes	<input type="checkbox"/>		
	Penalties for late or non-payment:	<input type="checkbox"/>			
LESSON 3 Tax Planning for Online Sellers, Professionals and Freelancers		Tax planning techniques to minimize tax liabilities available for online sellers, professionals and freelancers	<input type="checkbox"/>		
		Common Tax Mistakes Made by Online Sellers, & Freelancers	<input type="checkbox"/>		
LESSON 4 Understanding Tax Regulation		Invoicing & Bookkeeping Requirements, Retention Policy and Annual Compliance	<input type="checkbox"/>		
		What is Tax Mapping?	<input type="checkbox"/>		
LESSON 5 Bookkeeping Fundamentals for Online Sellers		Importance of maintaining accurate financial records	<input type="checkbox"/>		
		Basic bookkeeping techniques and software tools for small-scale online businesses	<input type="checkbox"/>		
LESSON 6 BIR Tax Compliance		How to File Tax Return using eBIRForms and ePayment	<input type="checkbox"/>		
		How to file VAT Relief, Alphalist and submit to BIR	<input type="checkbox"/>		
		Proper documentation of BIR Tax Returns and other reports	<input type="checkbox"/>		
LESSON 7 Advantage of Cloud Based Accounting Software and Virtual Office		Advantage of Using Cloud Based Accounting Software	<input type="checkbox"/>		
		Advantage of getting Virtual Offices	<input type="checkbox"/>		

Links to relevant government websites for registration:

- * Bureau of Internal Revenue (BIR) website: <https://www.bir.gov.ph/>
- * BIR online registration system: <https://ereg.bir.gov.ph/init.do?app=ereg>
- * E-registration FAQs: https://ereg.bir.gov.ph/html/ereg_faqs.html

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