



## TAX DIRECT Quick Reference Guide



**Dedicated After Sales Support  
For Corporate Clients**

*From 8:30 AM to 5:30 PM Mondays to Fridays, except during holidays*

### **Customer Care Hotlines**

- Landline: (02) 88-988-000 For Corporate Internet Banking concerns press 2, then press 1, then press 2
- Domestic Toll Free: 1-800-10-8579727
- Globe: (0917) 523-3364
- Smart: (0949) 994-2417

### **Customer Care Email Address**

- [transactionbankingservices@metrobank.com.ph](mailto:transactionbankingservices@metrobank.com.ph)

## Preparation of Tax Payment via

### Log In to BIR eFPS

- Open any web browser and type <https://efps.bir.gov.ph>
- Input your TIN, Username and Password → Click Log In
- Input your Answer on the challenge question → Click Submit
- Note: Initial enrolment must be completed prior payment processing*
- Upon login, in eFPS User Menu, select applicable BIR form from the Form dropdown list
- Select the "on-line" button from the On-line/Off-line option page
- Fill out the corresponding form → Click Validate
- A confirmation message will pop-up → Click Ok
- Click Submit → Click Ok
- Filing Reference No page will be displayed → Click Proceed to Payment
- eFPS Payment Form page will be displayed, from the eFPS Mode of Payment dropdown list, select Bank Transfer
- Transacting Bank (Authorized Agent Bank) dropdown list will appear subsequently, select 015000 – MBTC (HEAD OFFICE)
- Input Amount → Click Submit
- A redirection message will pop-up → Click Ok
- Note: MBOS login screen will be displayed afterwards*



### Process Tax Payment

- Upon redirection to MBOS, log in as **Maker**
- Click Tax Direct from the Task List
- Note: Alternately, go to Main Menu → Payments and Transfers → Tax Direct*
- Click the corresponding Filing Reference Number from the list
- From the Tax Direct Payment Details page
  - ✓ Select the appropriate debit Account
  - ✓ Select the appropriate Payment Schedule
- Click Next Step → Click Submit
- 
- Log in as **Authorizer** to <https://mbos.metrobank.com.ph>
- Click the task in Dashboard Task List
- Select the transaction → Input Remarks
- Click Authorize → Click Submit



### Reports

- Log in as Maker or Authorizer
- Go to Main Menu → Payments and Transfers → Tax Direct → Reports
- Choose a Report Type from the dropdown list
- Collapse the Search Options icon and input any field as search criteria
- Click Search button
- Click Save as button and choose a file format (pdf, xls, csv and html)



### Payment Confirmation

- Log in to BIR eFPS
- Upon login, in eFPS User Menu, click Tax Return Inquiry
- Input the Return Period → Click Get Tax Filed
- Select the corresponding Reference No → Click Payment Details
- Note: Payment details will be displayed with corresponding status*