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# **PayrollHero BIR Alphalist Generation Guide & Checklist**

*Your PayrollHero Guide to Generating the Annualized Withholding Tax Report*

# Step 1. Prerequisites to generate the BIR Alphalist on PayrollHero

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- 01.** A PayrollHero account with the payroll module enabled.
- 02.** The account must have been live on PayrollHero for the full calendar year that you are generating the Alphalist for.
- 03.** If not already enabled, contact support to enable the Alphalist export feature for your account.

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*If your account meets the above requirements, congratulations! Now continue reading this guide to ensure a seamless report generation!*

## Step 2. Setting up your account banks to generate the Alphalist

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To generate the Annualized Withholding Tax (Alphalist), first you must select into which BIR category your account banks fall into.

PayrollHero automatically assigns a BIR category to the following banks on your account:

- Gross
- Bureau of Internal Revenue (BIR)
- Social Security System (SSS)
- Philhealth Health Insurance Corporation (PhilHealth)
- Home Development Mutual Fund (PAG- IBIG)

The other BIR categories for banks which you must assign are:

**13th month pay:** Banks used for 13th month, 14th month and other similar bonuses.

**Adjustments to gross:** Banks that were used to do adjustments to gross payments.

**COLA:** Banks used track Cost of Living Allowance given to employees.

**De Minimis:** Banks related to the De Minimis benefits.

**Hazard pay:** Banks related to any additional compensation for performing hazardous duties and for enduring physical hardships in the course of performance of duties.

**Health insurance:** Banks related to employees additional health benefits.

**Other benefit:** Banks for other benefits that your organization gives to employees.

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*If you need help categorizing your banks, please [click here to view](#) our Knowledge Base Article, or contact us at [support@payrollhero.com](mailto:support@payrollhero.com) and we will be happy to help!*

## Step 3. Pre Alphalist Generation Checklist

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You meet the requirements from Step 1, and you have categorized the banks on Step 2, excellent! Now you are ready to generate the report, but to ensure its accuracy check that the following items are completed:

Have a live account with the Payroll module enabled for the full calendar year.

Request the Alphalist generation feature to be enabled on your account.

Assign BIR categories to all the banks on your account that match the BIR categories.

Double check that you have assigned a BIR category to all the qualifying banks on your account.

Verify that all your employees are enrolled to the 13th month.

Verify that the SSS enrollment of your employees has their membership code and join date added.

Verify that the PhilHealth enrollment of your employees has their membership code and join date added.

Verify that the Pag-Ibig enrollment of your employees has their membership code and join date added.

Verify that the BIR enrollment number of your employees is correct. The number should be 9 digits.

Verify that the BIR exemption code, substituted filing setting and enrollment region of your employees is up to date and accurate.

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*Advice: To verify and quickly adjust enrollments, membership codes and join dates for multiple employees, we recommend to download the "employee update file". [Click here to learn how.](#)*

## Step 4. Generating the Alphalist Report

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Once you have checked the list on Step 3, you are ready to generate your Alphalist Report. The good news is that this is the easiest part of the process!

To export your BIR Alphalist:

1. Go to Payroll Tab on your PayrollHero Account.
2. Click on the “Reports” submenu.
3. Under Forms, click on “View” on the right side.
4. At the top, input the Date Period you want to generate. In this case it would be January 1st to December 31st of the previous year.
5. In the forms list, select the BIR Alphalist version you want to generate.
6. Then click on “Continue” at the bottom of the page.
7. You will receive a message notifying you that the report is being generated and once ready you will receive an email once its completed.
8. Congratulations! You have successfully generated your Alphalist! After a few minutes you will receive an email with a download link for the report.

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*Note: Be patient! The generation of the Alphalist will take a few minutes up to an hour depending on the amount of employees on your account because a year worth of information is being calculated!*

