

## Instructions for Encoding of Employer's Remittance Form

1. Open the excel file (filename) using MS Excel 2000 or higher version.
2. Fill up the following rows:
  - a. Employer ID – Employer id number provided by the Fund. Accepts numeric characters only.  
Note: For newly registered company, use Registration Tracking Number (RTN) as Employer ID while pending issuance of Employer ID.
  - b. Employer Name – Company name registered with the Fund. Accepts alphanumeric characters ,hyphen ( - ) and grave accent (`) only.
  - c. Address –Company address. Accepts alphanumeric characters, hyphen ( - ) and grave accent (`) only.
3. Fill up the following columns:
  - a. Pag-IBIG ID/RTN –MID or Pag-IBIG ID / RTN issued to the member. Accepts numeric characters only.  
Note: For newly registered member, use Registration Tracking Number.
  - b. Account Number – Account Number issued by the Fund when the member enrolled in the Pag-IBIG MP2 program. Accepts numeric characters only.
  - c. Membership Program – Type of contribution remitted to the Fund as follows:
    1. Pag-IBIG 1 (F1) – mandatory contribution.
    2. Pag-IBIG 2 (F2) – Pag-IBIG 2 contribution
    3. Modified Pag-IBIG 2 (M2)
  - d. Lastname – Member's last name. Accepts alphanumeric characters , hyphen ( - ) and grave accent (`) only.
  - e. Firstname – Member's first name. Accepts alphanumeric characters , hyphen ( - ) and grave accent (`) only.
  - f. Name Extension – Member's name extension. Accepts alpha characters only. e.i. JR, SR, II, etc
  - g. Midname – Member's middle name. Accepts alphanumeric characters , hyphen ( - ) and grave accent (`) only.
  - h. Percov – Period covered of the contribution.  
Format : YYYYMM  
Note: Distribute the contributions of each employee per period covered.
  - i. EE Share – Member's counterpart remittance. Negative value is not allowed.
  - j. ER Share – Employer's counterpart remittance. Negative value is not allowed.
  - k. Remarks – Following remarks should be filled up:
    - a. D – Deceased
    - b. L – Leave without Pay / AWOL
    - c. N – Newly Hired
    - d. RS – Resigned
    - e. RT – Retired
4. Upon completion of the remittance list, save the file using this naming convention:  
EMPLOYERID + DATE OF CONTRIBUTION(YYYYMM)  
Sample :  
123456789012201204.xls