

INSTRUCTIONS

1. Fill out this form in two (2) copies.
2. Fill out the appropriate boxes for the Type of Employer, as follows:
 - a. For business employer
 - correct employer ID number, business name, business address (local and foreign, if applicable), telephone number, mobile/cellphone number, e-mail address, website, and business TIN as registered with the SSS in Employer Registration Form (SS Form R-1)
 - b. For household employer
 - correct household employer ID number, household employer name, home address, telephone number, mobile/cellphone number, e-mail address, and personal TIN, if any, as registered with the SSS in Employer Registration Form (SS Form R-1)
3. Always indicate "**N/A**" or "**Not Applicable**", if the required data is not applicable.
4. Always affix initials on erasures on this form.
5. Write "**Nothing Follows**" immediately after the last entry on reported employee.
6. The owner of a single proprietorship business is disqualified to be reported as an employee thereof. However, the owner may register as a self-employed member, provided, he/she is not over sixty (60) years old.
7. The signatory in this form should be one of the authorized signatories in the current SS Form L-501.

WARNING

MISREPRESENTATION OF THE TRUE DATE OF EMPLOYMENT, MONTHLY EARNINGS, OR OTHER DATA OF EMPLOYEES IS PUNISHABLE UNDER THE PENAL PROVISION OF THE SS LAW.

LIST OF FILER'S VALID IDENTIFICATION (ID) CARDS/DOCUMENTS

EMPLOYMENT REPORT (SS FORM R-1A)

IDENTIFICATION REQUIREMENTS	FILED BY			
	BUSINESS EMPLOYER	AUTHORIZED COMPANY REPRESENTATIVE	BUSINESS EMPLOYER'S REPRESENTATIVE	HOUSEHOLD EMPLOYER'S REPRESENTATIVE
1. One (1) Primary ID card/document of the <u>authorized signatory</u> of the SS Form R-1; OR Two (2) Secondary ID cards/documents of the <u>authorized signatory</u> of the SS Form R-1. [both with signature and at least one (1) with photo]	✓ (Present the original.)			✓ (Present the original & submit the photocopy.)
2. One (1) Primary ID card/document of the <u>representative</u> of the authorized signatory of the SS Form R-1; OR Two (2) Secondary ID cards/documents of <u>representative</u> of the authorized signatory of the SS Form R-1. [both with signature and at least one (1) with photo]			✓ (Present the original & submit the photocopy.)	✓ (Present the original & submit the photocopy.)
3. Authorization Letter			✓ (Submit the original.)	✓ (Submit the original.)
4. Authorized Company Representative (ACR) Card		✓ (Present the original.)		

Note: If filed personally by the Household Employer, no ID card/document is required.

A. Primary ID Cards/Documents

1. Driver's License
2. Passport
3. Professional Regulation Commission (PRC) Card
4. Seaman's Book (Seafarer's Identification & Record Book)
5. Social Security (SS) card
6. Unified Multi-Purpose ID (UMID) Card

B. Secondary ID Cards/Documents

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Alien Certificate of Registration 2. Certificate from any of the following, whichever is applicable:
> National Commission on Indigenous Peoples
> National Commission on Muslim Filipinos 3. Certificate of Licensure/Qualification Documents from Maritime Industry Authority 4. Company ID Card 5. Credit Card 6. Firearm License Card issued by Philippine National Police (PNP) 7. Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR) 8. Government Service Insurance System (GSIS) Card/Member's Record/Certificate of Membership 9. Health or Medical Card 10. Homeowners Association ID Card 11. ID Card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City) | <ol style="list-style-type: none"> 12. ID Card issued by professional association recognized by PRC 13. Marriage Contract/Marriage Certificate 14. Overseas Worker Welfare Administration (OWWA) Card 15. Pag-IBIG Member's Data Form or Transaction Card 16. Philippine Health Insurance Corporation (PHIC) ID Card/Member's Data Record 17. Police Clearance 18. Postal ID Card 19. School ID Card 20. Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA) 21. Senior Citizen Card 22. Student Permit issued by Land Transportation Office (LTO) 23. Taxpayer's Identification Number (TIN) Card 24. Voter's Identification Card/Affidavit/Certificate of Registration |
|---|--|