

# Republic of the Philippines SOCIAL SECURITY SYSTEM EMPLOYMENT REPORT

COV - 01229 (12-2015)

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT www.sss.gov.ph.																					
PLEASE READ THE INSTRUCTIONS AT THE BACK BEFORE FILLING													ON	LY.							
	PART	I - TO	BE	FIL	LED	OUT	T BY	TH	łE E	EMP	LOY	ER									
EMPLOYER ID NUMBER EMPLOYER NAME																		TYPE OF E		W 355 3 1 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2	OF REPORT
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ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME) (HOUSE/LOT	& BLK. NO.) (STREET NAME)			(SU	IBDIVIS	(ON)				(BAKA	NGATA	DISTRI	CILO	CALITY)				(CIT T/MUNICIPA	KLIT)	(PROVINCE)	ZIP CODE
FOREIGN ADDRESS (IF APPLICABLE)																			COUNTR	Y	
TELEPHONE NO.(AREA CODE+TEL NO.) MOBILE/CELLPHONE NUMBER	E-MAIL ADDRESS				٧	VEBS	SITE (I	F ANY	0										TAX II	DENTIFIC/	ATION NUMBER
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SS NUMBER (LAST NAME) (FIRST NAME)	EMPLOYEE (MIDDLE NAME) (SUFFIX)	E		OF E	SIRTH YY)		DA			MPLO DYYYY	YMEN	1	DATE	OF S (MMD				MONTHLY COMPENSATION	POSITION NATURE OF V	Christian Co. Co.	FOR SSS USE
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TOTAL NUMBER OF PRESIDENT/CHAIRMAN/CORPORATE SECRETARY	r certify that the information	in pro	vide	a III	unsı	Offi	are	uue	an	a co	rect	•	1 _					NO SSN - No SS	Number		D - Date of Employment is a
REPORTED														AGE_	_ OF	-		NO NAME - No EE	Name e of Birth	MC LESS 1K	Future Date  K - Monthly Compensation is
EMPLOYEES	PRINTED NAME		NATU	RE		POS	MOITIE	ITIT I	Æ		DATE	E						NO DOE - No Da	e of Employment		Less than P1,000
	PART II - TO BE FILLED OUT	BY S	SS																nthly Compensation ition/Nature of Work	NOT COV	<ul> <li>Not coverable by SSS as an employee</li> </ul>
BATCH NUMBER SCREENING & RECEIVING RESULTS	SCREENED & RECEIVED BY																DO	BINT DOE - Date o	Birth Interchanged ite of Employment	NAME DNM	<ul> <li>Name does not match SSS database</li> </ul>
Correct authorized signatory per SS Form L-501	<u> </u>			_													Ċ	DOB = DOE - Same	Date of Birth & Date	DOB DNM	Date of birth does not match
Unauthorized signatory per SS Form L-501 SIGNATURE OVER PRINT			ITED NAME				BRANCH				DATE & TIME					of Employment INV DOB Invalid Date of Birth INV DOE Invalid Date of Employment INV SSN Invalid SS Number		SSS database SSN BTAP - SS Number Belongs to			
NO. OF OUTPUT Others: PROCESSED BY			REV				VIEWED BY								SSN CNCLD			Another Person			
ER/EE)			_										:					DOB FD Date	Birth is a Future	EE OVRGE	E - Employee is Overage
	SIGNATURE OVER PRINTED N	IAME		DAT	ΓE		SIGN	ATUF	RE O	VER P	RINTE	D NAM	ME		DATE						

### **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</u> <u>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 representative of the authorized signatory of the SS Form R-1; OR Two (2) Secondary ID cards/documents of representative 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

- 1. Alien Certificate of Registration
- 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
- Firearm License Card issued by Philippine National Police (PNP)
- Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)
- 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)

- 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
- Philippine Health Insurance Corporation (PHIC) ID Card/ Member's Data Record
- 17. Police Clearance
- 18. Postal ID Card
- 19. School ID Card
- 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