



R-5

(03-2013)

Republic of the Philippines
SOCIAL SECURITY SYSTEM
EMPLOYER CONTRIBUTIONS
PAYMENT RETURN

(THIS IS YOUR OFFICIAL RECEIPT WHEN VALIDATED)

PLEASE READ THE INSTRUCTIONS AT THE BACK BEFORE FILLING OUT THIS FORM.
PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

EMPLOYER NUMBER, EMPLOYER NAME, ADDRESS, TELEPHONE NO., MOBILE/CELLPHONE NO., E-MAIL ADDRESS, WEBSITE

Table with columns: APPLICABLE PERIOD (MONTH, YEAR), SOCIAL SECURITY CONTRIBUTION, EMPLOYEES' COMPENSATION CONTRIBUTION, TOTAL

TYPE OF PAYOR (BUSINESS EMPLOYER, HOUSEHOLD EMPLOYER), FORM OF PAYMENT (CASH, POSTAL MONEY ORDER, CHECK), AMOUNT PAID IN FIGURES

Table for ADDITIONAL INFORMATION: SUB-TOTAL, UNDER PAYMENT, PENALTY, INTEREST

TOTAL AMOUNT PAID IN WORDS

SUB-TOTAL, TOTAL AMOUNT OF PAYMENT

CERTIFIED CORRECT, PRINTED NAME, SIGNATURE, POSITION TITLE, DATE

## INSTRUCTIONS

1. Fill out this form in three (3) copies and accomplish appropriate boxes as follows:
  - a. For business employer
    - employer number, business name, business address and business TIN as registered with the SSS in "Employer Registration" (Form R-1)
  - b. For household employer
    - employer number, household employer name, home address and personal TIN as registered with the SSS in "Employer Registration" (Form R-1)
2. Place a checkmark on the applicable box.
3. Always indicate "**N/A**" or "**Not Applicable**", if the required data is not applicable.
4. Remit your contributions following the payment deadlines below for both the business employer and household employer:

If the 10 <sup>th</sup> digit of the 13-digit Employer (ER) number ends in:	Payment Deadline (following the applicable month)
1 or 2	10 <sup>th</sup> day of the month
3 or 4	15 <sup>th</sup> day of the month
5 or 6	20 <sup>th</sup> day of the month
7 or 8	25 <sup>th</sup> day of the month
9 or 0	Last day of the month

In case the payment deadline falls on a Saturday, Sunday or holiday, payment may be on the next working day.

5. Remit the monthly contributions of your employees/household employees through any of the following:
  - a. SSS branch office with tellering facility
  - b. accredited banks
  - c. authorized payment centers
6. Make all checks and postal money orders payable to SSS. Fill out properly the check details in the "Form of Payment" portion.
7. Submit a copy of validated "Employer Contributions Payment Return" (Form R-5) or "Employer Contributions Payment Return" (Form R-5) with Special Bank Receipt (SBR) together with the corresponding "Contribution Collection List" (Form R-3) within ten (10) days after the applicable quarter or "Contribution Collection List" (Form R-3) in electronic media device within ten (10) days after the applicable month to the nearest SSS branch office.