



Tax Rate (Withholding Tax)

Create and manage tax schemes and tax comptroller of a tax scheme. Below actions are available under **“Tax Rate”**:

-  Tax Details: Create new tax rate, update, delete
-  Tax Comptroller: Create new tax comptroller, set tax payment period, update, delete

Tax Rate

Tax Details

Tax Comptroller

Active / Inactive Tax Rates

Tax Code	Tax Name	Tax Type	Tax Rate	Description
EVAT	Expanded Value Added Tax	Output Tax	12	Expanded Value Added Tax (E-VAT) is a sales tax that is imposed on the sale of goods and services and on the import of goods into the Philippines
INPUT12	Input VAT 12%	Input Tax	12	Expanded Value Added Tax (E-VAT) is a sales tax that is imposed on the import of goods into the Philippines
NOVAT	NO VAT OUTPUT	Output Tax	0	NO VAT OUTPUT
VC100	12% VAT & 5% EWT Rental of Real Prop...	Input Tax	12	12% VAT & 5% EWT Rental of Real Property
VC120	12% VAT & 2% EWT Prime/Sub-contractors	Input Tax	12	12% VAT & 2% EWT Prime/Sub-contractors
VC158	12% VAT & 1% EWT Local Purchase of Goods	Input Tax	12	12% VAT & 1% EWT Local Purchase of Goods
VD100	12% VAT & 10% EWT Professional Fees	Input Tax	12	12% VAT & 10% EWT Professional Fees
WC100	5% EWT Rental of Real Property	Input Tax	5	5% EWT Rental of Real Property
WC120	2% EWT Prime/Sub-contractors	Input Tax	2	2% EWT Prime/Sub-contractors
WC158	1% EWT Local Purchase of Goods	Input Tax	1	1% EWT Local Purchase of Goods
WD100	10% EWT Professional Fees	Input Tax	10	10% EWT Professional Fees

Selected row 1 from the Total 11 records.

Tax Code

EVAT

Tax Name

Expanded Value Added Tax

Tax Type

Output Tax

Tax Rate

12

Tax Account

2220-003 - Expanded w/tax Payable

Tax Comptroller

Bureau of Internal Revenue

Description

Expanded Value Added Tax (E-VAT) is a sales tax that is imposed on the sale of goods and services and on the import of goods into the Philippines

Withholding Tax

Is Withholding Tax?

Tax Paid By C & F Agent

Confirmed

Close Tax Rate

Create New

Save

Revert

Delete

Tax Rate

Tax Details

Tax Comptroller

Name	Reference #	Contact Person	Memo
Bureau of Internal Revenue	BIR		Tax to be paid to BIR

Selected row 1 from the Total 1 records.

Name

Bureau of Internal Revenue

Reference #

BIR

Currency

PHP - Philippine Peso

Payment Period

Every Month

Receivable A/c

1600-001 - Input Tax - Taxable Goods

Payable A/c

2220-005 - Output Tax - VAT

Journal

General Journal

To Be Paid In

25

Memo

Tax to be paid to BIR

Contact Information

Address

Phone1

Phone2

Fax

E-Mail

Website

Create New

Save

Revert

Delete

Tab	Field Name	Description	Mandatory Information
-----	------------	-------------	-----------------------

Tax Details	Tax Code	Code of the tax	Y
	Tax Name	Name of the tax	Y
	Tax Type	Input or Output Tax type	Y
	Tax Rate	The percentage at which an individual or corporation is taxed.	Y
	Tax Account	Account for tax	Y
	Tax Comptroller	Designated tax comptroller	Y
	Withholding Tax	If this is a combination tax with a withholding tax, to select the withholding tax rate from the available list	N
	Is Withholding Tax?	Tick if this is a withholding tax	N
	Tax Paid By C & F Agent	Select this options for the tax that will be paid by the clearing & forwarding agent (tax paid on import of products from non exempted countries)	Y
Tax Comptroller	Name	Name of tax comptroller	Y
	Reference #	Reference code for easier search	N
	Payment Period	Frequency of tax payment	Y
	Receivable A/C	Account for receivable tax (purchase)	Y
	Payable A/C	Account for payable tax (sales)	Y
	Journal	Type of journal	Y
	To be Paid In	Self-explanatory	Y
	Memo	Additional note for the tax comptroller	N
	Contact Person	Self-explanatory	N
	Address	Self-explanatory	N
	Phone	Self-explanatory	N
	Fax	Self-explanatory	N
	Email	Self-explanatory	N
	Website	Self-explanatory	N

Create New Tax Scheme

1. Click **“Create New”** button at the bottom right side of screen on **“Tax Details”** tab, it will create new form for data entry

The screenshot shows a software interface for managing tax rates. At the top, there are tabs for 'Tax Details' and 'Tax Comptroller'. Below the tabs is a table listing existing tax rates with columns for Tax Code, Tax Name, Tax Type, Tax Rate, and Description. The table includes entries like EVAT, INPUT12, NVAT, and various VAT and EWT rates. Below the table, a form is displayed for creating a new tax rate. The form fields include Tax Code (EVAT), Tax Name (Expanded Value Added Tax), Tax Type (Output Tax), Tax Rate (12), Tax Account (2220-003 - Expanded w/tax Payable), Tax Comptroller (Bureau of Internal Revenue), and Description (Expanded Value Added Tax (E-VAT) is a sales tax that is imposed on the sale of goods and services and on the import of goods into the Philippines). There are checkboxes for 'Is Withholding Tax?' and 'Tax Paid By C & F Agent'. At the bottom right, there are buttons for 'Close Tax Rate', 'Create New' (highlighted with a red box), 'Save', 'Revert', and 'Delete'.

Tax Code	Tax Name	Tax Type	Tax Rate	Description
EVAT	Expanded Value Added Tax	Output Tax	12	Expanded Value Added Tax (E-VAT) is a sales tax that is imposed on the sale of goods and services and on the import of goods into the Philippines
INPUT12	Input VAT 12%	Input Tax	12	Expanded Value Added Tax (E-VAT) is a sales tax that is imposed on the import of goods into the Philippines
NVAT	NO VAT OUTPUT	Output Tax	0	NO VAT OUTPUT
VC100	12% VAT & 5% EWT Rental of Real Prop...	Input Tax	12	12% VAT & 5% EWT Rental of Real Property
VC120	12% VAT & 2% EWT Prime/Sub-contract...	Input Tax	12	12% VAT & 2% EWT Prime/Sub-contractors
VC158	12% VAT & 1% EWT Local Purchase of ...	Input Tax	12	12% VAT & 1% EWT Local Purchase of Goods
VI010	12% VAT & 10% EWT Professional Fees	Input Tax	12	12% VAT & 10% EWT Professional Fees
WC100	5% EWT Rental of Real Property	Input Tax	5	5% EWT Rental of Real Property
WC120	2% EWT Prime/Sub-contractors	Input Tax	2	2% EWT Prime/Sub-contractors
WC158	1% EWT Local Purchase of Goods	Input Tax	1	1% EWT Local Purchase of Goods
WI010	10% EWT Professional Fees	Input Tax	10	10% EWT Professional Fees

Selected row 1 from the Total 11 records.

Tax Code: EVAT
Tax Name: Expanded Value Added Tax
Tax Type: Output Tax
Tax Rate: 12
Tax Account: 2220-003 - Expanded w/tax Payable
Tax Comptroller: Bureau of Internal Revenue
Description: Expanded Value Added Tax (E-VAT) is a sales tax that is imposed on the sale of goods and services and on the import of goods into the Philippines

Is Withholding Tax? ☐ Tax Paid By C & F Agent ☐

Confirmed

Close Tax Rate Create New Save Revert Delete

2. Fill up the tax's information*.

- Tick “Is Withholding Tax?” checkbox if this tax is a withholding tax type. This tax rate will then be available for selection in the “Withholding Tax” list for tax combination.
- If this tax is a combination tax with withholding tax, select a tax from the “Withholding Tax” list. When this tax rate is used in transaction, the selected withholding tax will be applied as well.
- Tick “Tax Paid By C & F Agent” checkbox if this tax is paid by the carriage & forwarding agent*. This tax cannot be combined with “Withholding Tax” type or combination tax type listed above.

***Note:** Ticking the “Tax Paid By C & F Agent” checkbox indicates that this tax is being paid by the Clearing & Forwarding agent, thus the tax for this transaction will not be added on top of the transaction document total value.

3. Click **“Save”** button at the bottom right side of screen when done

Update Tax Details

1. On ***"Tax Details"*** tab double click on tax scheme to be updated, it will bring up the selected tax details on the bottom half of the screen
2. Click ***"Save"*** button at the bottom right side of the screen when done with the updates

Delete Tax Scheme

1. On ***"Tax Details"*** tab double click on tax scheme to be deleted, it will bring up the selected tax on the bottom half of the screen
2. Click on ***"Delete"*** button at the bottom right side of screen
3. Click on ***"Yes"*** button on the pop-up window to confirm tax scheme deletion

Create New Tax Comptroller, Set Tax Payment Period

1. Click ***"Create New"*** button at the bottom right side of screen on ***"Tax Comptroller"*** tab

The screenshot shows a software window titled 'Tax Rate'. It has a tabbed interface with 'Tax Details' and 'Tax Comptroller' tabs. The 'Tax Comptroller' tab is active. It contains several input fields: 'Name', 'Reference #', 'Contact Person', 'Memo', 'Currency' (set to 'SGD - Singapore Dollar'), 'Receivable A/c', 'Journal', 'Contact Information' (with sub-fields for 'Contact Person', 'Phone1', 'Phone2', 'Fax', 'E-Mail'), and 'Address'. A 'Payment Period' dropdown menu is open, showing a list of options: 'Every Three Months', 'Every Month', 'Every Two Months', 'Every Three Months', 'Every Four Months', and 'Every Six Months'. The 'Create New' button at the bottom right is highlighted with a red box.

2. Fill up tax comptroller's information

3. Set the tax payment period from the ***"Payment Period"*** drop down list, user can set it by:

- Every Month
- Every Two Months
- Every Three Months
- Every Four Months
- Every Six Months

4. Click ***"Save"*** button at the bottom right side of screen when done

Update Tax Comptroller Details

1. On ***"Tax Comptroller"*** tab double click on tax comptroller to be updated, it will bring up the selected tax comptroller details on the screen

2. Click ***"Save"*** button at the bottom right side of the screen when done with the updates

Delete Tax Comptroller

1. On ***"Tax Comptroller"*** tab double click on tax comptroller to be deleted, it will bring up the selected tax comptroller on the screen
 2. Click on ***"Delete"*** button at the bottom right side of screen.
 3. Click on ***"Yes"*** button on the pop-up window to confirm tax comptroller deletion.
-