



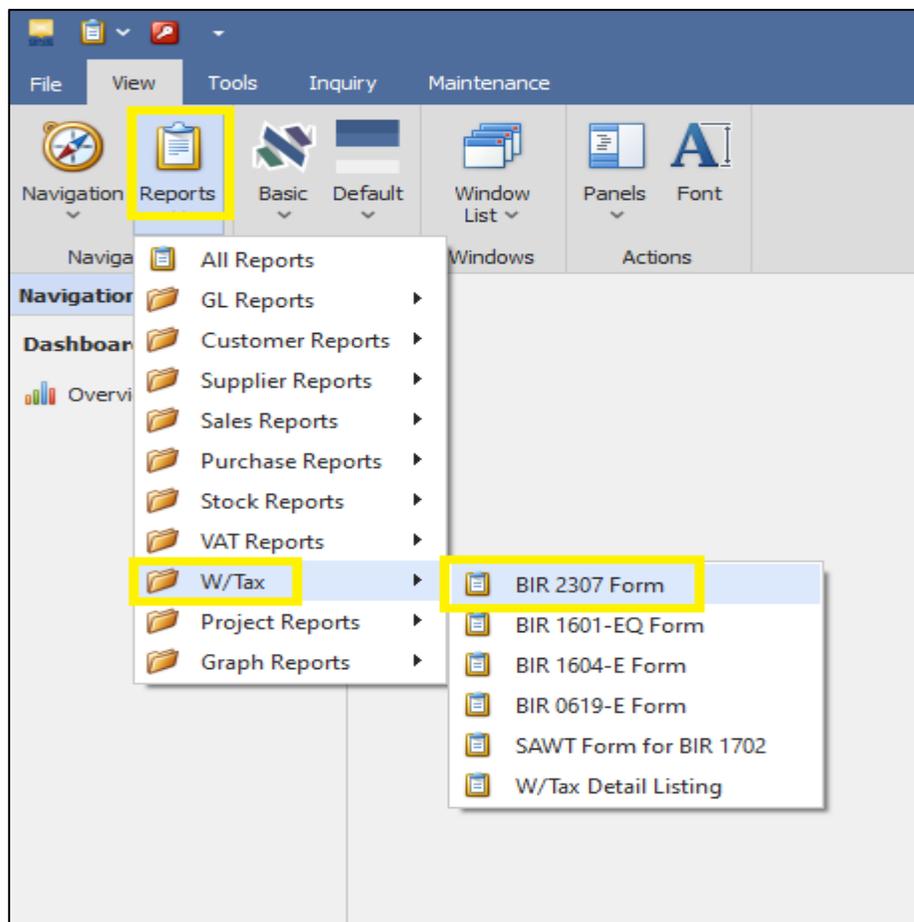
How to Generate BIR 2307 Form

Overview:

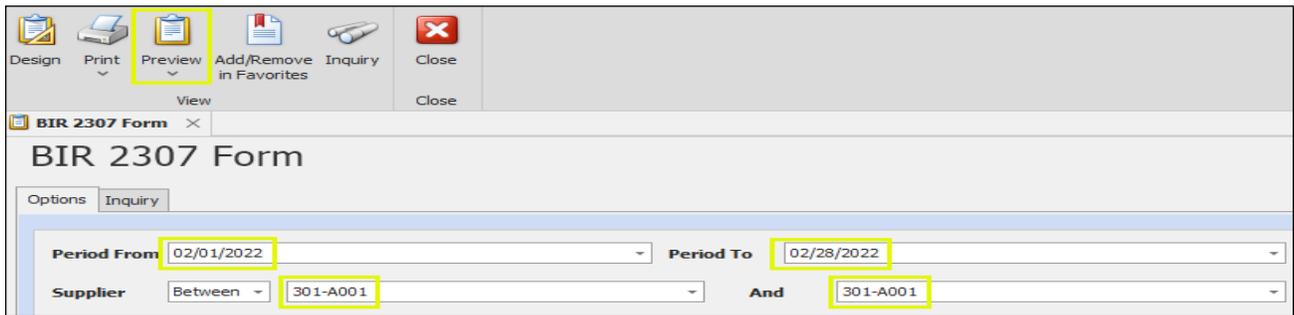
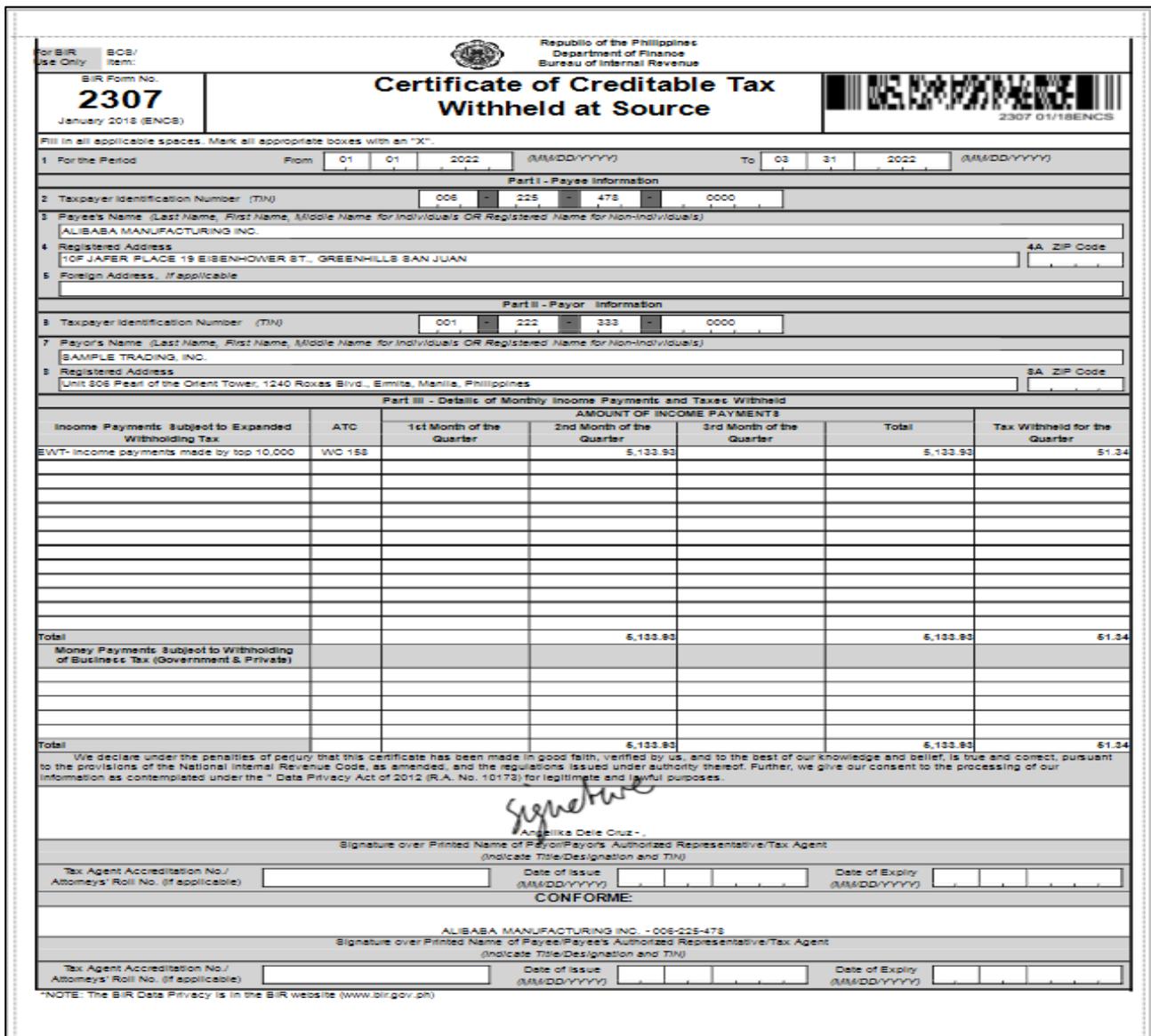
BIR Form 2307 or **Certificate of Creditable Tax Withheld at Source** is a certificate that is accomplished and issued to recipients of income subject to expanded withholding tax paid by a Payor/Withholding Agent. Issuance of BIR 2307 form is an obligation of the Payor/Withholding Agent to the Payee.

Procedure:

1. Go to View > Reports > W/Tax > BIR 2307 Form.



2. Select the period and the Supplier(s) you want to generate the BIR 2307 Form(s) for and click on 'Preview.'

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. 2307
 January 2018 (ENCS)

Certificate of Creditable Tax Withheld at Source

2307 01/18ENCS

1 For the Period From 01 01 2022 (MM/DD/YYYY) To 03 31 2022 (MM/DD/YYYY)

2 Taxpayer Identification Number (TIN) 006 225 478 0000

3 Payee's Name (Last Name, First Name, Middle Name for Individuals OR Registered Name for Non-Individuals)
 ALIBABA MANUFACTURING INC.

4 Registered Address
 10F JAFER PLACE 19 EISENHOWER ST., GREENHILLS SAN JUAN 4A ZIP Code

5 Foreign Address, if applicable

6 Taxpayer Identification Number (TIN) 001 222 333 0000

7 Payor's Name (Last Name, First Name, Middle Name for Individuals OR Registered Name for Non-Individuals)
 SAMPLE TRADING, INC.

8 Registered Address
 Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita, Manila, Philippines 8A ZIP Code

Income Payments Subject to Expanded Withholding Tax	ATC	AMOUNT OF INCOME PAYMENTS			Total	Tax Withheld for the Quarter
		1st Month of the Quarter	2nd Month of the Quarter	3rd Month of the Quarter		
EWT- Income payments made by top 10,000	WC 158		6,133.93		6,133.93	61.34
Total			6,133.93		6,133.93	61.34
Money Payments Subject to Withholding of Business Tax (Government & Private)						
Total			6,133.93		6,133.93	61.34

We declare under the penalties of perjury that this certificate has been made in good faith, verified by us, and to the best of our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, we give our consent to the processing of our information as contemplated under the Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

Signature
 Angelika Dale Cruz -
 Signature over Printed Name of Payor/Payors' Authorized Representative/Tax Agent
 (Indicate Title/Designation and TIN)

Tax Agent Accreditation No./ Attorneys' Roll No. (if applicable) Date of Issue (MM/DD/YYYY) Date of Expiry (MM/DD/YYYY)

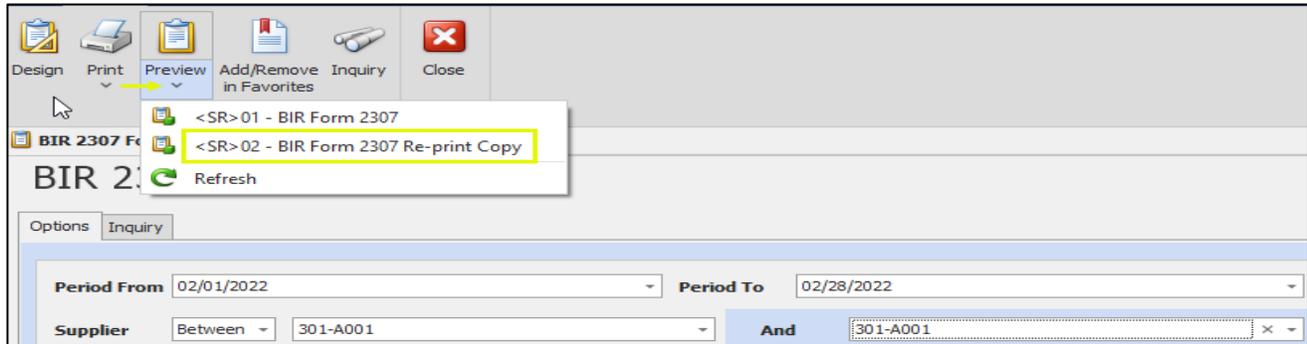
CONFORME:

ALIBABA MANUFACTURING INC. - 006-225-478
 Signature over Printed Name of Payee/Payee's Authorized Representative/Tax Agent
 (Indicate Title/Designation and TIN)

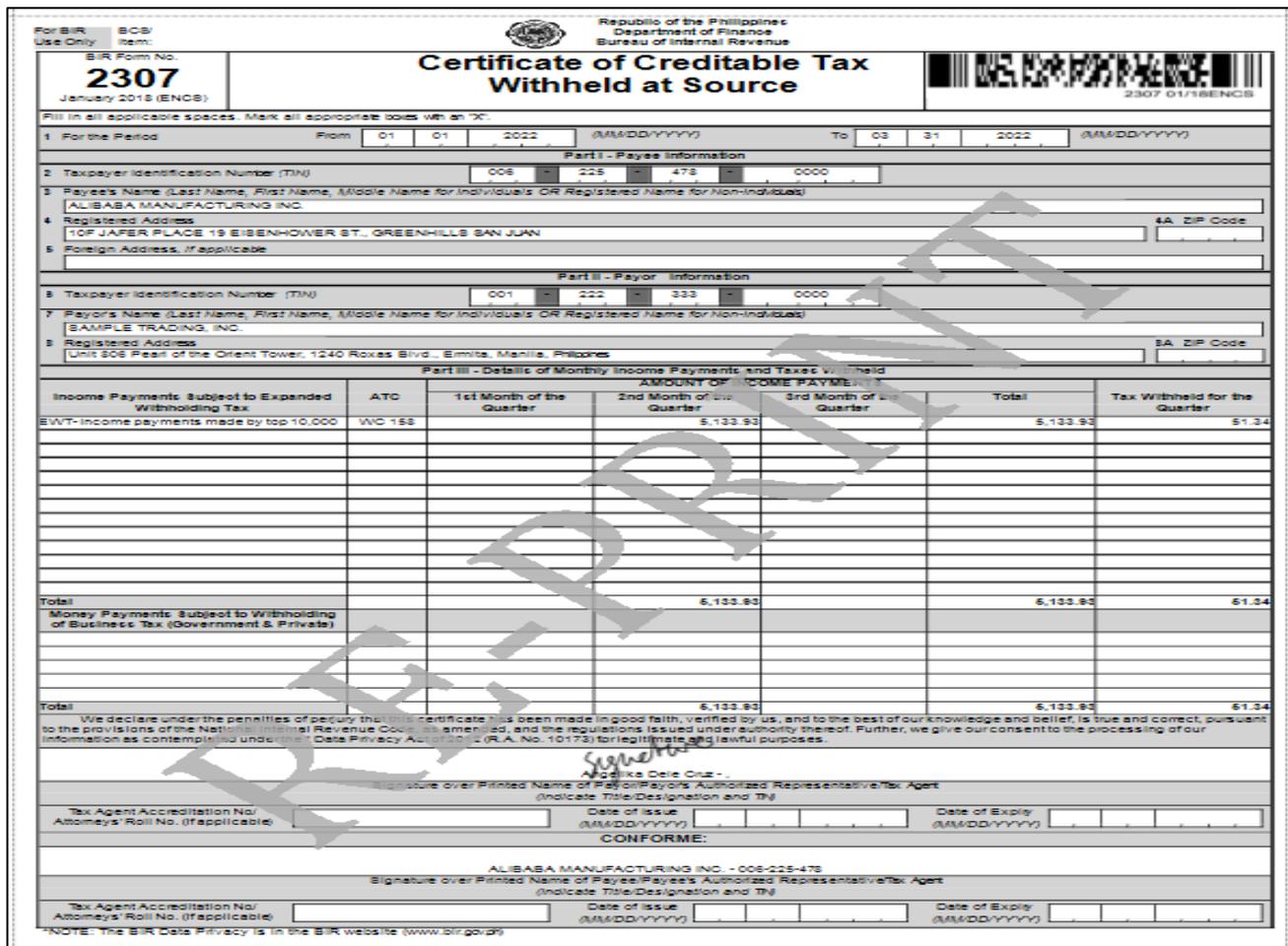
Tax Agent Accreditation No./ Attorneys' Roll No. (if applicable) Date of Issue (MM/DD/YYYY) Date of Expiry (MM/DD/YYYY)

*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)

- To generate a Re-print Copy of the BIR Form 2307, from the Preview drop-down list, select the format '**<SR>02 - BIR Form 2307 Re-print Copy.**'



The screenshot shows a software interface with a top toolbar containing icons for Design, Print, Preview, Add/Remove In Favorites, Inquiry, and Close. The 'Preview' dropdown menu is open, showing two options: '<SR>01 - BIR Form 2307' and '<SR>02 - BIR Form 2307 Re-print Copy', with the latter highlighted in yellow. Below the menu, there are search filters for 'Period From' (02/01/2022), 'Period To' (02/28/2022), 'Supplier' (Between 301-A001), and 'And' (301-A001).



The image shows a sample BIR Form 2307, 'Certificate of Creditable Tax Withheld at Source', for January 2018. The form is filled out with sample data. A large 'DRAFT' watermark is overlaid on the form.

For BIR Use Only: BCB Item: 2307 January 2018 (ENCS)

Republic of the Philippines Department of Finance Bureau of Internal Revenue

2307 01/18ENCS

1 For the Period From 01 01 2022 (MM/DD/YYYY) To 03 31 2022 (MM/DD/YYYY)

Part I - Payee Information

2 Taxpayer Identification Number (TIN) 008 225 478 0000

3 Payee's Name (Last Name, First Name, Middle Name for Individuals OR Registered Name for Non-Individuals) ALIBABA MANUFACTURING INC.

4 Registered Address 10F JAFER PLACE 19 EISENHOWER ST., GREENHILLS SAN JUAN 4A ZIP Code

5 Foreign Address, if applicable

Part II - Payor Information

6 Taxpayer Identification Number (TIN) 001 222 333 0000

7 Payor's Name (Last Name, First Name, Middle Name for Individuals OR Registered Name for Non-Individuals) SAMPLE TRADING, INC.

8 Registered Address Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita, Manila, Philippines 8A ZIP Code

Part III - Details of Monthly Income Payments and Taxes Withheld

Income Payments Subject to Expanded Withholding Tax	ATC	1st Month of the Quarter	2nd Month of the Quarter	3rd Month of the Quarter	Total	Tax Withheld for the Quarter
EWT-Income payments made by top 10,000	WC 158		5,133.93		5,133.93	51.34
Total			5,133.93		5,133.93	51.34
Money Payments Subject to Withholding of Business Tax (Government & Private)						
Total			5,133.93		5,133.93	51.34

We declare under the penalties of perjury that this certificate has been made in good faith, verified by us, and to the best of our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, we give our consent to the processing of our information as contemplated under the Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

Signature over Printed Name of Payor/Payor's Authorized Representative/Tax Agent (Indicate Title/Designation and TIN)

Tax Agent Accreditation No./Attorneys' Roll No. (if applicable) Date of Issue (MM/DD/YYYY) Date of Expiry (MM/DD/YYYY)

CONFORME:

ALIBABA MANUFACTURING INC. - 008-225-478

Signature over Printed Name of Payee/Payee's Authorized Representative/Tax Agent (Indicate Title/Designation and TIN)

Tax Agent Accreditation No./Attorneys' Roll No. (if applicable) Date of Issue (MM/DD/YYYY) Date of Expiry (MM/DD/YYYY)

*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>