



## How to Enable BIR 1701 or BIR 1702 for SAWT

### Overview:

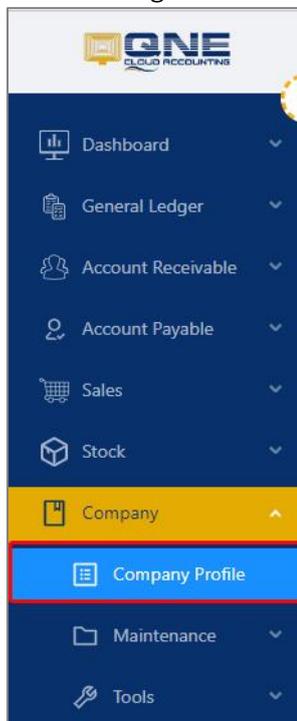
Summary Alphalist of Withholding Tax at Source or SAWT serves as the consolidated Alphalist of withholding agents in which income was received and are subjected to withholding agents in the process.

### Scenario:

To enable SAWT BIR 1702 on the Database.

### Procedure:

1. Under Navigation Panel, go to **Company > Company Profile**.



2. In the **Company Profile**, click the **BIR** tab and the **Edit** button to enter the BIR details of the company.



3. Fill in all the information needed:
  - 3.1. Category: Choose whether the business/Institution is Private or Government
  - 3.2. Classification: If the business was registered as Individual or Non-Individual

*Note: If Individual, input the Lastname, Firstname, and Middlename. Otherwise, input the Registered Company Name of the business.*

The BIR Classification will identify what BIR form will be shown for the Database, BIR 1701 or BIR 1702.

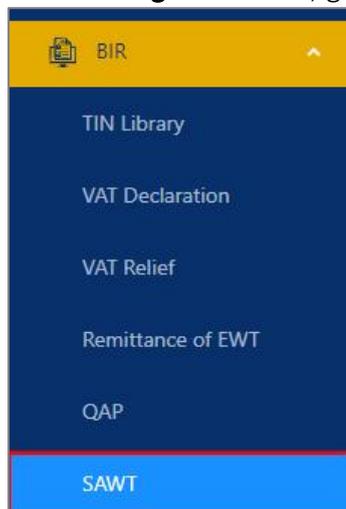
4. Once done entering the details, click **Save**.



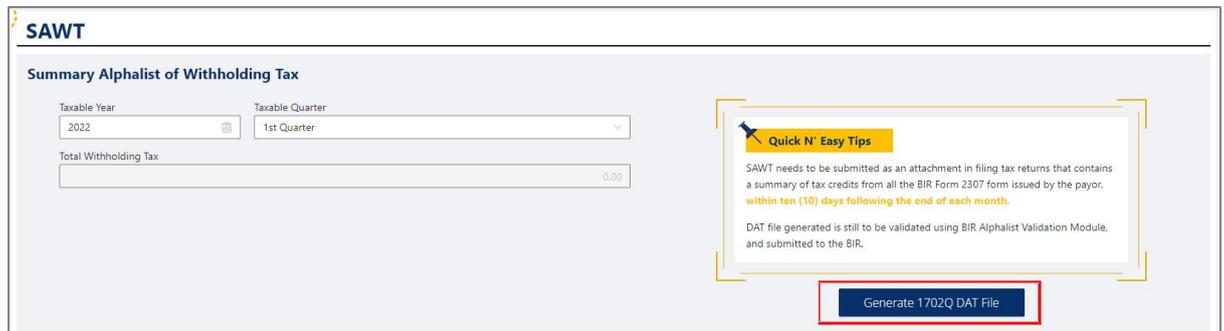
The screenshot shows a web form titled "Company Profile" with a "BIR" tab selected. The form is divided into sections: "Basic", "General", "Header", "Financial Period", "BIR", and "Logo". The "BIR" section is titled "Company BIR Classification" and contains three input fields: "Category" (set to "Private"), "Classification" (set to "Non-Individual"), and "Trade Name" (set to "Sample Trading, Inc."). A "Save" button is highlighted with a red box in the top right corner.

#### Application:

1. Under **Navigation Panel**, go to **BIR > SAWT**.



2. Since the BIR Classification has been set to 'Non-Individual', SAWT BIR 1702 will be shown.



**SAWT**

**Summary Alphabetical List of Withholding Tax**

Taxable Year: 2022 Taxable Quarter: 1st Quarter

Total Withholding Tax: 0.00

**Quick N' Easy Tips**

SAWT needs to be submitted as an attachment in filing tax returns that contains a summary of tax credits from all the BIR Form 2307 form issued by the payor, **within ten (10) days following the end of each month.**

DAT file generated is still to be validated using BIR Alphabetical Validation Module, and submitted to the BIR.

Generate 1702Q DAT File

*Note: If the Classification is Individual, SAWT for BIR 1701 DAT File will be enabled*



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