



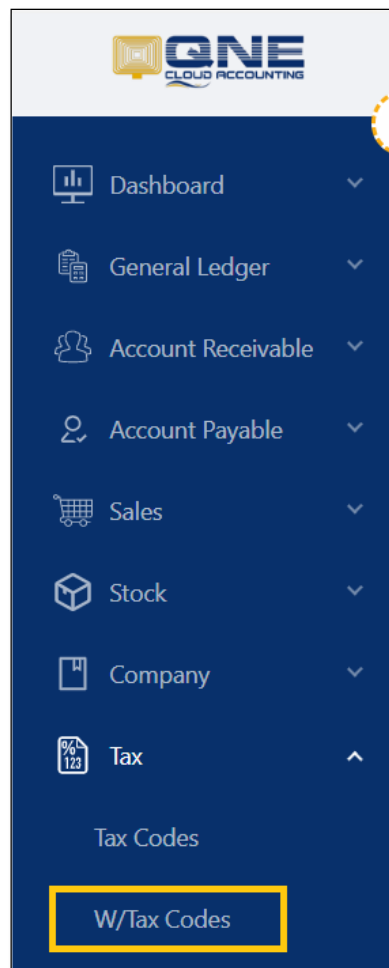
## How to Enable a Withholding Tax Codes

### Overview:

In the system, it has a list of Withholding Tax Codes in line with the BIR Alphanumeric Tax Codes (ATC) and their corresponding Rates but not all of these are active to be used in the Transactions.

### Procedure:

1. In **Navigation Pane**, go to **Tax > W/Tax Codes**



2. In W/Tax Code List View, select a **Code**. For Example: WC 020

W/Tax Codes				Search...	Q	Add	Reload
Code	Rate	Description	Action				
NIL	0.00%		Delete				
WB 050	3.00%	Franchise tax on radio & TV broadcasting companies whose annual gross receipts do not exceed P10M & who are not-VAT registered taxpayer	Delete				
WB 150	18.00%	Tax on amusement places, such as cabarets, night and day clubs, videoke bars, karaoke bars, karaoke television, karaoke boxes, music lounges and other similar establishments	Delete				
WC 010	10.00%	EWT - Professional/tenant fees paid to juridical persons/individuals	Delete				
WC 011	15.00%	EWT - Professional/tenant fees paid to juridical persons/individuals	Delete				
WC 020	10.00%	EWT - Professional entertainers	Delete				
WC 021	15.00%	EWT - Professional entertainers	Delete				
WC 030	10.00%	EWT - Professional athletes	Delete				
WC 031	15.00%	EWT - Professional athletes	Delete				
WC 040	10.00%	EWT - Movie, stage, radio, television and musical directors	Delete				

3. Fill in the necessary fields;

- **Is Active:** ticked to be tagged as Active
- **Payable Account:** The W/Tax Payable Account in COA
- **Creditable Account:** The W/Tax Creditable Account in COA

W/TaxCode Details		Cancel	Save and New	...
<b>General Info</b>				
* W/Tax #	Active	Is Withholding VAT		
WC 020	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rate				
10.00%				
Description	Payable Account			
EWT - Professional entertainers	306-0000			
	Creditable Account			
Remark				
If gross income for the current year did not exceed P 720,000				

4. Once done, click **Save** or **Save and Close**.

**Notes:**

- It is not necessary to have a Payable Account and Creditable Account, especially if the W/Tax Code will only be used for Sales or Purchases. Therefore, in the above sample, WC 020 will only be used in purchases.
- Besides that, WTax needs to be assigned an account before being used in a transaction so that the system can determine to which account it will be posted.

**Application:**

W/Tax is now available to use in Transaction.



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