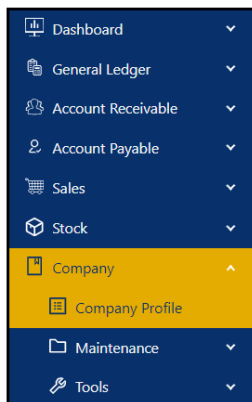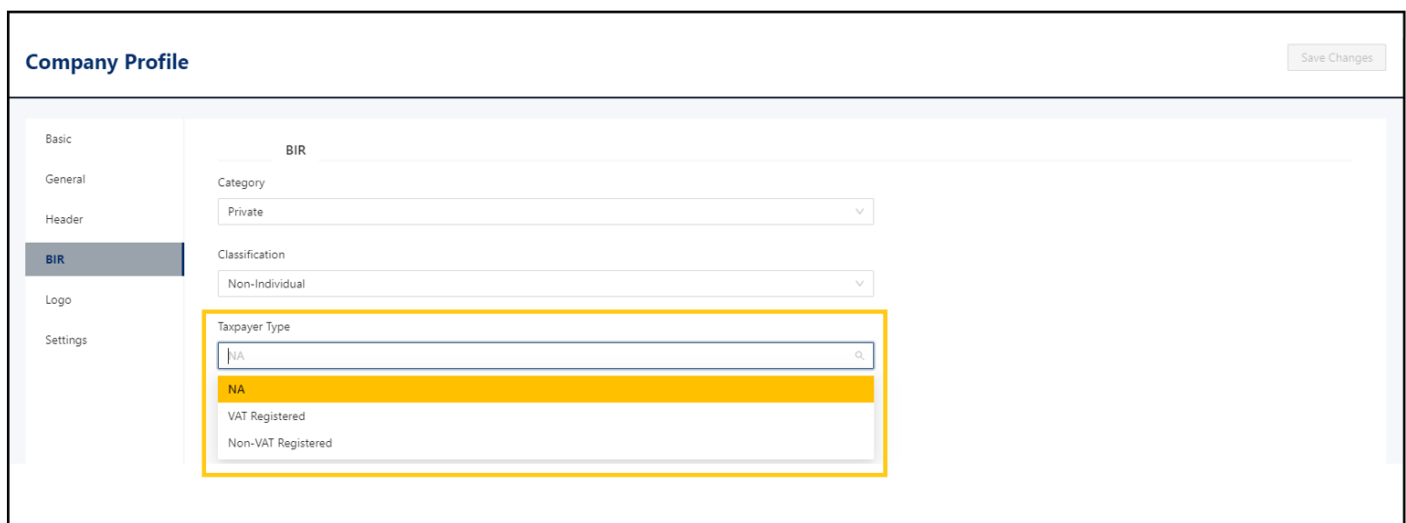# How to setup Company Taxpayer type

Overview:

Taxpayer type is used to identify which type of taxpayer your company is, whether you are a NON-VAT or VAT Registered entity. The selected type will be automatically added to the company header, which will then be displayed in the transaction and report preview formats

Procedure:

1. In **Navigation Pane**, go to **Company >** *Company Profile*

2. In **Company Profile >** *BIR tab*. Dropdown the *Taxpayer Type* field then choose a type

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3. Once done, click *Save Changes*

Company Profile

	BIR
Basic	
General	Category
Header	Private
BIR	Classification
Logo	Non-Individual
Settings	Taxpayer Type
	VAT Registered
	Trade Name
	SAMPLE TRADING INC.

Save Changes

Application:

Taxpayer type is now added on the Company Header.

SAMPLE TRADING INC. VAT REG TIN (381-873-718-00000)
Unit 806 Pearl of the Orient Ermita, Roxas Blvd Manila City Metro Manila
Tel: 555555555 Fax: {Fax}
Website: qne.com.ph Email: maryjean@qne.com.ph

Sales Invoice   **INV2310/006**

Bill To:	Agent:	Date:
ADVANCE TRADING CORPORATION	CINDY	Oct 24, 2023
35, WEST OF AYALA		
SE. JIL PUYAT, MAKATI CITY	Term:	Your P.O. No.:
Tel No.:	30 DAYS	
Registration No.: 780-090-909		
Business Style: TRADING		
OSCA/PWD ID No:		
SC PWD Signature:		
Attention:	Due Date:	DO No.:
Ms.De La Cruz	Nov 23, 2023	

CODE	DESCRIPTION	QTY	UOM	UNIT PRICE	AMOUNT
AMD-XP/1800	AMD XP 1800	1	UNITS	6,850.00	6,850.00

Note: If there are any changes to the company name, taxpayer type, TIN, branch code, address, telephone number fax number website, or email, the company header must be reset to apply the updated details. Refer to How to Reset Company Header.

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