



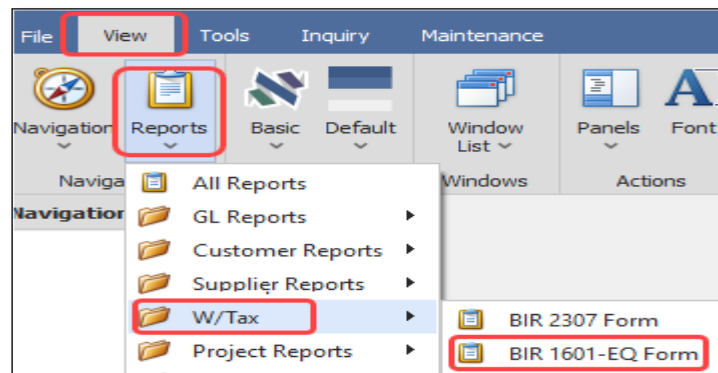
How to Generate BIR 1601-EQ Form

Overview:

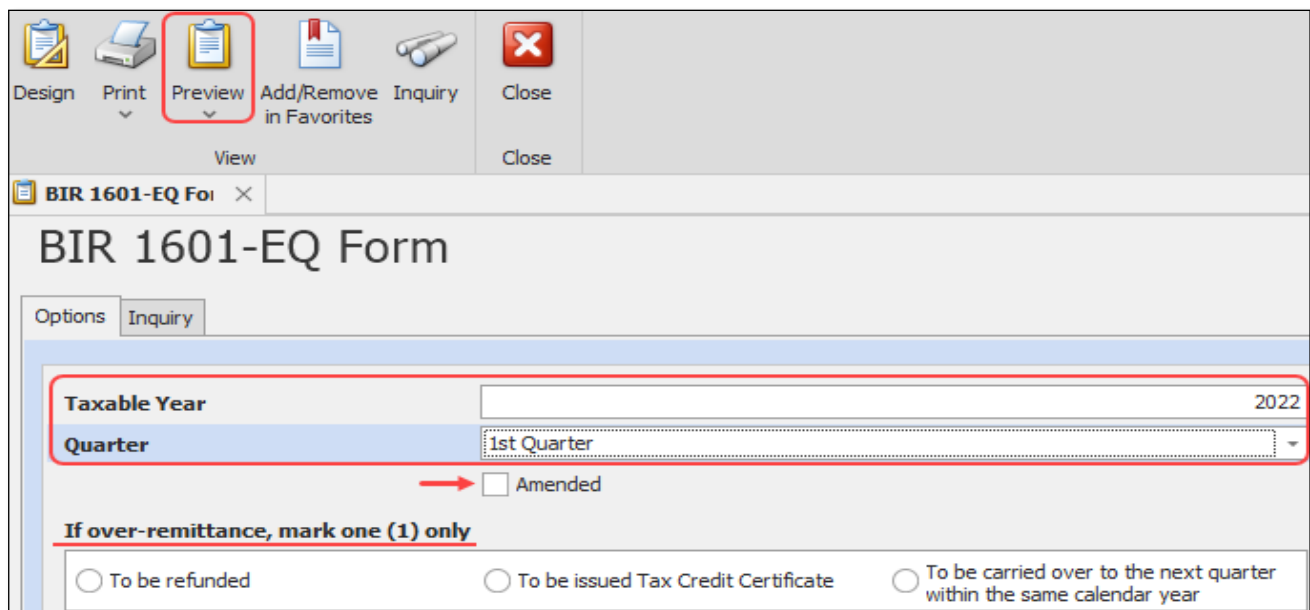
After the filing of the monthly Expanded Withholding Tax returns for the for the first 2 months of the quarter, taxpayers should also prepare for the quarterly filing of the **BIR Form 1601-EQ** or the **Quarterly Remittance Return of Creditable Income Taxes Withheld** covering the entire quarter or 3 months.

Procedure:

1. Go to View > Reports > W/Tax > **BIR 1601-EQ Form**.



2. Enter/select the Taxable Year and Quarter. Tick 'Amended' and/or 'Over-remittance' accordingly. Click **Preview**.



For BIR Use Only		 Republic of the Philippines Department of Finance Bureau of Internal Revenue		Annex "A"	
BIR Form No. 1601-EQ January 2018 Page 1		Quarterly Remittance Return of Creditable Income Taxes Withheld (Expanded) Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Taxpayer.		 1601-EQ 01/18 P1	
1 For the Year 2022	2 Quarter 1st ☐ 2nd ☐ 3rd ☐ 4th ☐	3 Amended Return? Yes ☐ No ☒	4 Any Taxes Withheld? Yes ☐ No ☐	5 No. of Sheet/s Attached 1	
Part I - Background Information					
6 Taxpayer Identification Number (TIN) 011 222 444 0000		7 RDO Code 033			
8 Withholding Agent's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual) SAMPLE TRADING, INC.					
9 Registered Address (Indicate complete address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905) Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines					
				9A ZIP Code	
10 Contact Number 567-4248	11 Category of Withholding Agent Private ☐ Government ☐				
12 Email Address sampletrading@yahoo.com					
Part II - Computation of Tax					
ATC	Tax Base (Consolidated for the Quarter)	Tax Rate	Tax Withheld (Consolidated for the Quarter)		
13 WC 100	10,000.00	5%	500.00		
14 WC 120	20,000.00	2%	400.00		
15 WC 160	17,500.00	2%	350.00		
16					
17					
18					
19 Total Taxes Withheld for the Quarter (Sum of Items 13 to 18 and Other)			1,250.00		
20 Less: Remittances Made: 1st Month of the Quarter			350.00		
21 2nd Month of the Quarter			400.00		
22 Tax Remitted in Return Previously Filed, if this is an amended return			0.00		
23 Over-remittance from Previous Quarter of the same taxable year			0.00		
24 Total Remittances Made (Sum of Items 20 to 23)			750.00		
25 Tax Still Due/ (Over-remittance) (Item 19 Less Item 24)			500.00		
Add: Penalties					
26 Surcharge			0.00		
27 Interest			0.00		
28 Compromise			0.00		
29 Total Penalties (Sum of Items 26 to 28)			0.00		
30 TOTAL AMOUNT STILL DUE/ (Over-remittance) (Sum of Items 25 and 29)			500.00		
If over-remittance, mark one (1) box only ☐ To be refunded ☐ To be issued Tax Credit Certificate ☐ To be carried over to the next quarter within the same calendar year (not applicable for succeeding year)					
I/We declare under the penalties of perjury that this remittance form, and all its attachments, has been made in good faith, verified by me/us, and to the best of my/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, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If Authorized Representative, attach authorization letter)					
For Individual:			For Non-Individual Christian Wolff The Accountant 789-456-123		
Signature over Printed Name of Taxpayer/Authorized Representative/Tax Agent (Indicate Title/Designation and TIN)			Signature over Printed Name of President/Vice President/ Authorized Officer or Representative/Tax Agent (Indicate Title/Designation and TIN)		
Tax Agent Accreditation No./ Attorney's Roll No. (if applicable)		Date of Issue (MM/DD/YYYY)	Date of Expiry (MM/DD/YYYY)		
Part III - Details of Payment					
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount	
31 Cash/Bank Debit Memo					
32 Check					
33 Tax Debit Memo					
34 Others (specify below)					
Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank)				Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)	

*NOTE: Please read the BIR Data Privacy Policy found in the BIR website (www.bir.gov.ph)

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines

Tel. No.: +63 2 8567-4248, +63 2 8567-4253 Fax No.: +63 2 567-4250

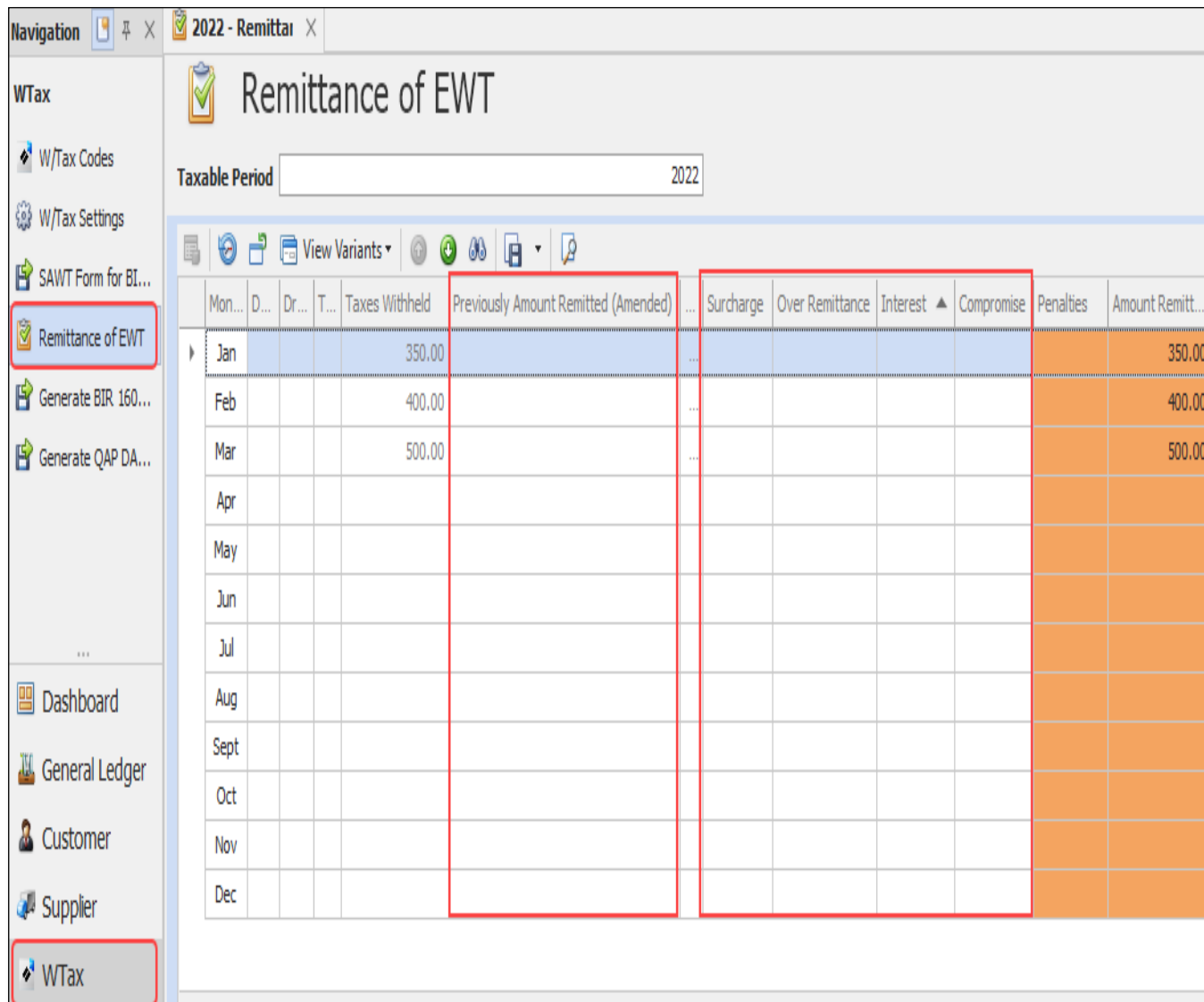
Website: www.qne.com.ph

Facebook: <https://www.facebook.com/QnEPH>

Follow our Twitter and Instagram account: @qnesoftwareph

NOTE:

For amendment return, over-remittance, and penalties, these shall be recorded in **Remittance of EWT**.



Navigation  2022 - Remittar X

WTax

W/Tax Codes

W/Tax Settings

SAWT Form for BL...

Remittance of EWT

Generate BIR 160...

Generate QAP DA...

...

Dashboard

General Ledger

Customer

Supplier

WTax

Remittance of EWT

Taxable Period

View Variants

Mon...	D...	Dr...	T...	Taxes Withheld	Previously Amount Remitted (Amended)	Surcharge	Over Remittance	Interest	Compromise	Penalties	Amount Remitt...
Jan				350.00							350.00
Feb				400.00							400.00
Mar				500.00							500.00
Apr											
May											
Jun											
Jul											
Aug											
Sept											
Oct											
Nov											
Dec											



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

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines

Tel. No.: +63 2 8567-4248, +63 2 8567-4253 Fax No.: +63 2 567-4250

Website: www.qne.com.ph

Facebook: <https://www.facebook.com/QnEPH>

Follow our Twitter and Instagram account: @qnesoftwareph