

Withholding Tax Statement

Statement Date: _____
Period Covered: _____
Statement No.: _____

Payer (Withholding Agent) Details

Name: _____
Tax Identification Number (TIN): _____
Address: _____

Payee (Recipient) Details

Name: _____
Tax Identification Number (TIN): _____
Address: _____

Withholding Tax Details

Date	Invoice/Ref No.	Gross Amount Paid	Tax Rate (%)	Tax Withheld
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Tax Withheld				_____

Authorized Representative: _____
Designation: _____
Signature & Date: _____

Important Notes:

- This statement serves as proof of withholding tax deductions for the payee.
- All amounts should be reported accurately as per payment records.
- Retain this document for tax filing and audit purposes.
- Any discrepancies must be reported to the payer immediately.