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University of the Philippines Manila
Office of the Vice Chancellor for
Administration

17 April 2018

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MEMORANDUM ORDER NO. CCDP 2018-068

TO : All Deans/Directors/Heads of Units

SUBJECT : Income Payments Subject to Creditable Withholding Tax and Rates for Individual Payees' Income derived from Professional Fees/Self-Employed and/or Engaged in the Practice of Profession (Job Order staff)

In view of the issued Revenue Regulations (RR) No. 11-2018 dated January 31, 2018 to amend certain provisions of RR No.2-98 pursuant to the amendments introduced by the TRAIN Law (RA No. 10963) on withholding of income tax to wit: "SECTION 2.57.2 *Income Payments Subject to Creditable Withholding Tax and Rates Prescribed Thereon - Except as herein otherwise provided, there shall be withheld a creditable income tax at the rates herein specified for each class of payee from the following items of income payments to persons residing in the Philippines:*

(A) *Professional fees, talent fees, etc, for services rendered - On the gross professional, promotional, and talent fees or any other form of remuneration for the services rendered.*

- *Individual payee:*



If gross income for the current year did not exceed P3M - Five percent (5%)

If gross income is more than P3M - Ten percent (10%)."

Individual payees, whose gross receipts/sales in a taxable year do not exceed PHP3M, are **required to submit a Sworn Declaration of Gross Receipts/Sales together with a copy of Certificate of Registration (COR)** to withholding agent in order to be subject to 5% Expanded withholding tax;

Failure to provide the sworn declaration and whose gross receipts/sales exceed P3M will be subject to 10% expanded withholding tax. Said sworn declaration should be submitted to Accounting Office on or before April 24, 2018.

For strict compliance.


for **CARMENCITA D. PADILLA, MD, MAHPS**
Chancellor 

orc

**INCOME PAYEE'S SWORN DECLARATION OF GROSS RECEIPTS/SALES
(For Self-Employed and/or Engaged in the Practice of Profession with Several Income Payors)**

I, _____, _____, of legal age, single/ married to _____
(Name) (Citizenship)
 _____ permanently residing at _____
(Name of Spouse) (Address)

Taxpayer Identification Number (TIN) _____, after having been duly sworn in accordance with law hereby depose and state:

1. That I derived my _____ income from various income payors, and my registered business address is at _____;
(business/professional) (Business Address)

2. That for the current year _____, my gross receipts will not exceed Three Million Pesos (₱3,000,000) and that I am a non-VAT registered taxpayer. For this purpose, I opt to avail of either one of the income tax regime as follows:

Graduated Income Tax Rates under Section 24(A)(2)(a) of the Tax Code, as amended, based on the taxable income. With this selection, I acknowledge that I am subject to creditable withholding tax at the prescribed rate; subject to percentage tax and will file the required percentage tax returns or subject to withholding percentage tax, in case of government money payments.

Eight Percent (8%) income tax rate under Section 24(A)(2)(b) of the Tax Code, as amended, based on gross receipts/sales and other non-operating income - with this selection, I understand that this is in lieu of the graduated income tax rates and the Percentage Tax under Section 116 of the Tax Code, as amended; thus, only the creditable income withholding tax based on the prescribed rate shall be made;

3. That based on my selection above, if my gross sales/receipts and other non-operating income exceeds ₱3,000,000, my income payor /withholding agents shall automatically withhold the higher rate of withholding of ten percent (10%) in the case of income items with two (2) prescribed creditable withholding tax rate depending on the total amount of income payment received:

a. In case of Graduated Income Tax Rates, I acknowledge that aside from income tax, I am subject to business tax (VAT) unless expressly exempted; and consequently subject to withholding of income. Moreover, if the payor is a government entity, business tax withholding applies; OR

b. In case of Eight Percent (8%) income tax rate, I acknowledge that I am no longer qualified to avail of this option since my income exceeds ₱3,000,000 and thus, the graduated income tax rates above shall automatically apply together with the consequent liability for business tax/es;

4. That I duly execute this **SWORN DECLARATION** in compliance with the requirement prescribed under Section ____ of Revenue Regulations No. _____;

5. That I declare, under the penalties of perjury, that this declaration has been made in good faith, and to the best of my knowledge and belief to be true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines

Signature over Printed Name of Individual Taxpayer

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__ in _____
 Applicant exhibited to me his/her _____ issued at _____ on _____
(Government Issued ID and No.)

NOTARY PUBLIC

Doc. No.: _____
 Page No.: _____
 Book No.: _____
 Series of _____

Affix ₱30.00
 Documentary
 Stamp Tax

(To be filled-out by the withholding agent/lone payor)

Date Received: _____
(MM-DD-YYYY-00001)

Received by: _____
Signature over Printed Name of the Withholding Agent Payor or Authorized Officer

Designation Position of Authorized Officer

Name of Withholding Agent Lone Payor