

WEBINAR: Business Taxation Made Easy



Overview

Running a business in the Philippines comes with legal responsibilities, and one of the most important is paying the right taxes on time. However, many entrepreneurs, freelancers, and professionals find taxation overwhelming because of technical terms, complex rules, and fear of penalties.

Objectives

- To provide a clear understanding of the Philippine tax framework and its application to business operations.
- To simplify the computation and compliance requirements for income tax, VAT, and percentage tax.
- To explain withholding tax obligations and their proper implementation in business transactions.
- To guide participants in the correct filing and payment procedures using BIR-prescribed forms and platforms.
- To equip business owners and professionals with practical compliance strategies that minimize errors, avoid penalties, and ensure audit readiness.

Who Should Participate

- Small business owners and entrepreneurs
- Freelancers and professionals
- Startups and SMEs
- Non-accountants who want a practical grasp of business taxes

Key Topics

1. Introduction to Business Taxation
 - a. Importance of business taxation
 - b. Difference between personal taxes vs. business taxes
 - c. Overview of Philippine tax system for businesses
 - d. Taxpayer's obligations and rights
 - e. Role of the Bureau of Internal Revenue (BIR)
2. Business Registration and Compliance Basics
 - a. BIR registration process for sole proprietors, partnerships, corporations, and professionals
 - b. Books of accounts (Manual, Loose-Leaf, and Computerized)
 - c. Sales Invoices (SIs), Official Receipts (ORs), and other requirements
 - d. Taxpayer Identification Number (TIN) and BIR Certificate of Registration (Form 2303)
3. Income Tax for Businesses Made Simple
 - a. Income Tax obligations of self-employed and professionals, and corporations and partnerships
 - b. Taxable and Non-taxable income
 - c. Deductions and allowable expenses
 - d. TRAIN and CREATE Law Updates
 - e. Sample computation of income tax for sole proprietor and corporation
4. VAT and Percentage Tax
 - a. Percentage Tax and VAT
 - b. Thresholds for VAT registration
 - c. Output and Input VAT
 - d. Filing Monthly VAT returns
 - e. Filing Quarterly Percentage Tax
 - f. Practical computation exercises for small business that vat-able and non-vat-able
5. Withholding Taxes and Other Business-Related Taxes
 - a. Withholding Tax on Compensation
 - b. Expanded Withholding Tax
 - c. Final Withholding Taxes
 - d. Other taxes relevant to businesses such documentary stamp tax and excise
 - e. How to avoid common errors in withholding tax compliance
6. Filing, Payment and Practical Tips
 - a. BIR Forms commonly used by businesses
 - b. Filing channels: Manual, eBIRForms, eFPS, ORUS
 - c. Payment options
 - d. Common mistakes of business taxpayers
 - e. Best practices in record-keeping & audit readiness
7. Case Studies and Open Forum
 - a. Sample tax compliance cycle of a small business
 - b. Hands-on exercises on VAT & income tax filing
 - c. Updates on BIR digitalization
 - d. Question and Answer

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Duration

- 2-day session x 6 hours (total 12 hours)

Webinar Fee

- Php 7,000.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection
- Calculator / Paper / Pen - for the workshop

Reservation

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