

Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

VAT & PERCENTAGE TAXES

Date: _____

Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____

(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No

How did you find us? _____

Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:

- Pls visit <https://businessmaker-academy.com/training-schedule/>

WEBINAR:

- Duration: 1 session x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:

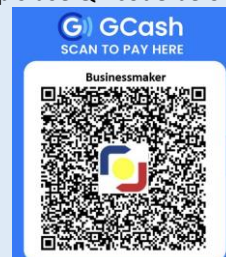
- Duration: 1 day x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:

- Webinar Fee = Php 2250+VAT
- Seminar Fee = Php 4250+VAT

MODE OF PAYMENT:

- ☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
- ☐ Paypal: pls contact us
- ☐ Dragonpay: pls contact us
- ☐ Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES

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www.businessmaker-academy.com ▪ www.hrclubphilippines.com

VAT & PERCENTAGE TAXES



WEBINAR | SEMINAR
www.businessmaker-academy.com

VAT & PERCENTAGE TAXES

“How to Calculate and Process VAT & Percentage Taxes with BIR Compliance”

Seminar: 1 day x 8 hrs. (total of 8 hrs)

Webinar: 1 session x 4 hrs. (total of 4 hrs)

COURSE DESCRIPTION:

Understanding the complexities of VAT and Percentage Tax is vital for accurate compliance and effective tax management. This training provides an in-depth exploration of the technical aspects of VAT, including system overview, calculation methods, exemptions, and compliance procedures, all aligned with current Philippine regulations. Participants will learn practical approaches to properly register, compute, file, and audit VAT and Percentage Tax obligations, ensuring adherence and optimization of their tax processes.

WHO SHOULD ATTEND:

Business owners, accounting and finance professionals, tax officers, compliance personnel, and entrepreneurs seeking a technical, in-depth understanding of Philippine VAT and Percentage Tax systems to ensure accurate compliance and efficient tax management.

PERFORMANCE OBJECTIVES:

Upon completion of this training program, participants will be equipped to accurately determine, compute, report, and comply with VAT and Percentage Tax regulations in the Philippines.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Explain the fundamental concepts, legal basis, and coverage of VAT and percentage tax
- Identify the requirements for VAT registration, perform basic VAT computations, and prepare documentation
- Demonstrate the proper procedures for VAT filing, reporting, and claiming input tax credits in compliance with BIR regulations
- Analyze scenarios, identify common compliance issues, and stay updated on recent laws & regulations

COURSE TOPIC HIGHLIGHTS:

1. Foundations of VAT & Percentage Tax
2. Definitions & Basics of VAT & Percentage Tax
3. VAT System: Legal & Operational Framework
4. Coverage: Who is Subject to VAT & Percentage Tax
5. VAT & Percentage Tax Registration, Computation & Documentation
6. Percentage Tax on Professional Income & Small Business
7. Zero-rated Sales of Goods or Services
8. VAT Exempt Transactions: Scopes & Exemptions
9. Allowable Deductions in VAT
10. Sample Official Receipt & Invoices: Format & Compliance
11. Filing, Reporting & Compliance Procedures
12. Tax Credits Principle: How to Claim & Document
13. Gross or Net VAT Liabilities
14. Practical Applications, Issues & Updates
15. Common Errors in VAT Compliance & Reporting
16. Handling BIR Audits & Inquiries

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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