



User Manual

Withholding Tax Certificate or Tax Residency Certificate



Guide Overview

This Guide has been prepared to explain how to issue a withholding tax certificate (WTC) or a tax residency certificate (TRC) - whether generally or based on an agreement - to a taxpayer via ZATCA's website.



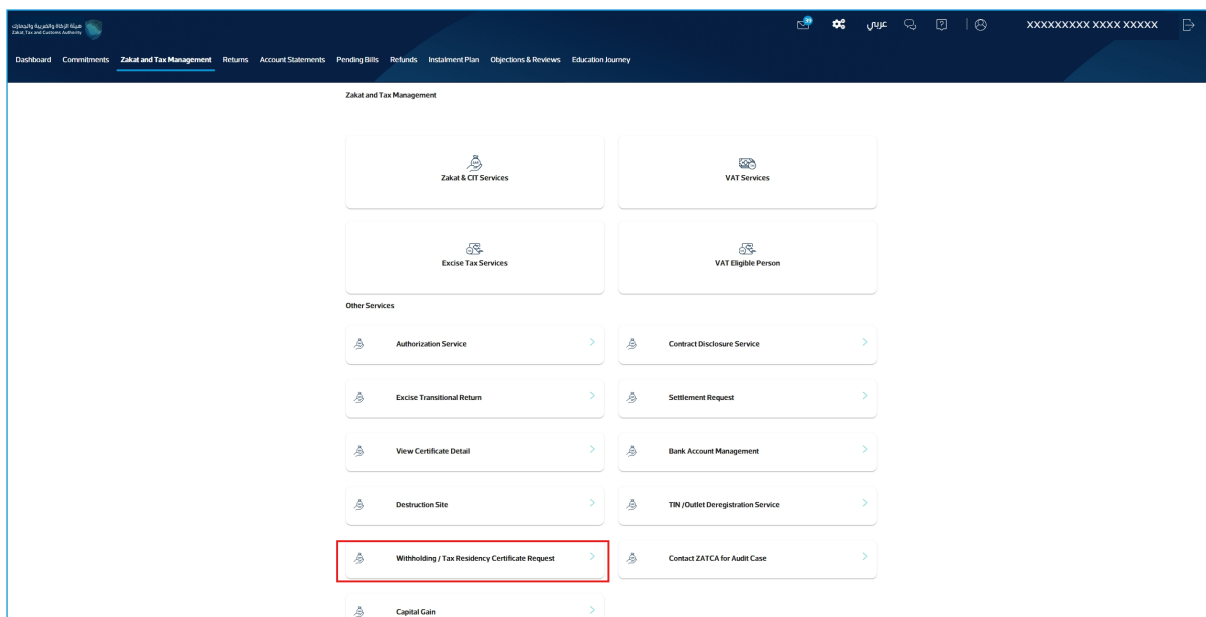
How to use the service

1. Access the ZATCA's website via this link: www.zatca.gov.sa
2. Log in with your tax identification number (TIN) or email and password.

3. Click on "Zakat and Tax Management" from the top list on the home page.



4. Click on "Get Tax Withholding/Residency Certificate".

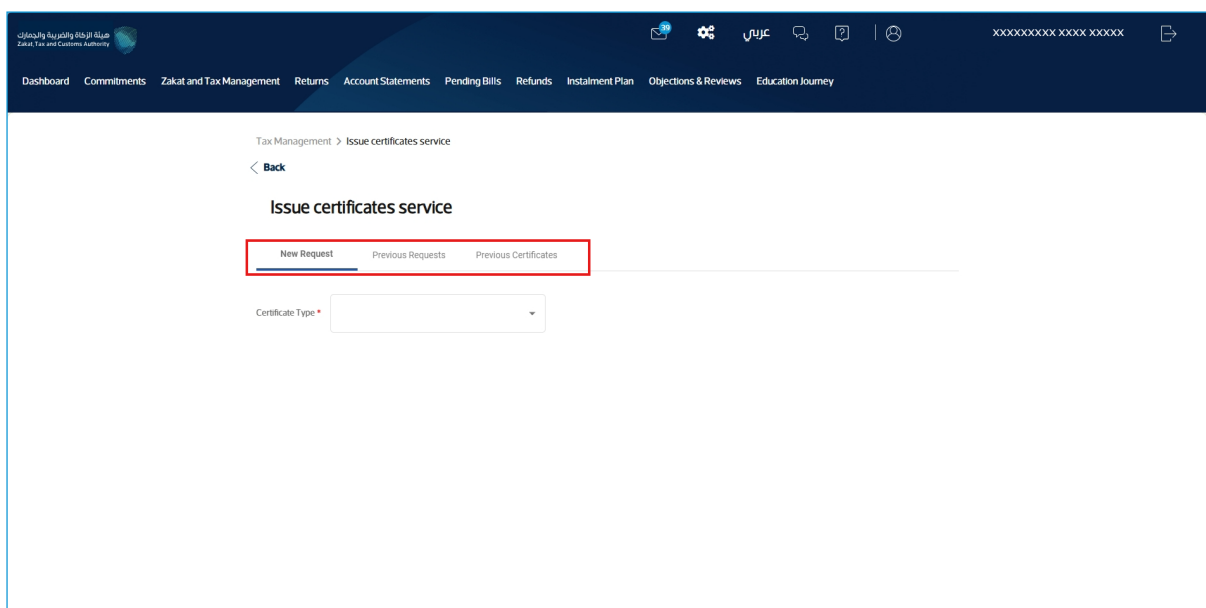


5. After opening the service page, you will find three options:

Submit a new application.

Review previous applications.

Review previous certificates.





6. The taxpayer selects the type of certificate required from the drop-down list.

The screenshot shows the 'Issue certificates service' page. The breadcrumb trail is 'Tax Management > Issue certificates service'. Below the breadcrumb is a '< Back' link. The page title is 'Issue certificates service'. There are three tabs: 'New Request', 'Previous Requests', and 'Previous Certificates'. The 'New Request' tab is active. Below the tabs is a 'Certificate Type *' dropdown menu. The dropdown menu is open, showing two options: 'Withholding Tax Certificate' and 'Tax Residency Certificate'. The 'Tax Residency Certificate' option is highlighted with a red border.

7. By clicking on "New Application," you can select "Withholding Tax Certificate" or "Tax Residency Certificate".

The screenshot shows the 'Issue certificates service' page. The breadcrumb trail is 'Tax Management > Issue certificates service'. Below the breadcrumb is a '< Back' link. The page title is 'Issue certificates service'. There are three tabs: 'New Request', 'Previous Requests', and 'Previous Certificates'. The 'New Request' tab is active. Below the tabs is a 'Certificate Type *' dropdown menu. The dropdown menu is open, showing two options: 'Withholding Tax Certificate' and 'Tax Residency Certificate'. The 'Withholding Tax Certificate' option is highlighted with a red border.



8. You can view the applications as shown in the image below, by clicking on "Previous Applications".

Tax Management > Issue certificates service

< Back

Issue certificates service

New Request Previous Requests Previous Certificates

Request Number	Request Date	Request Status	Certificate Type
XXXXXXXXXX	XXXXXXXXXX	Submitted and under review	Tax Residency Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Tax Residency Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Withholding Tax Certificate
XXXXXXXXXX	XXXXXXXXXX	Submitted and under review	Tax Residency Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Withholding Tax Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Withholding Tax Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Withholding Tax Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Withholding Tax Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Withholding Tax Certificate
XXXXXXXXXX	XXXXXXXXXX	Certificate issued	Withholding Tax Certificate

9. By clicking on "Previous Certificates", you can view the certificates as shown in the image below.

Note: You can download the Certificate by clicking on "Download"

Tax Management > Issue certificates service

< Back

Issue certificates service

New Request Previous Requests Previous Certificates

Certificate Number	Certificate Type	Certificate Status	Issued Date	Financial period	Download
XXXXXXXXXX	Tax Residency Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Tax Residency Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Withholding Tax Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Tax Residency Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Withholding Tax Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Withholding Tax Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Withholding Tax Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Withholding Tax Certificate	Issued	XXXXXXXXXX	XXXXX	Download
XXXXXXXXXX	Withholding Tax Certificate	Issued	XXXXXXXXXX	XXXXX	Download



First: To issue the Withholding Tax Certificate

1. Select the "Withholding Tax" certificate from the drop-down list.

The screenshot shows the 'Issue certificates service' page. At the top, there is a navigation bar with links: Dashboard, Commitments, Zakat and Tax Management, Returns, Account Statements, Pending Bills, Refunds, Instalment Plan, Objections & Reviews, and Education Journey. Below the navigation bar, the page title is 'Tax Management > Issue certificates service'. There is a '< Back' link. The main heading is 'Issue certificates service'. Below this, there are three tabs: 'New Request', 'Previous Requests', and 'Previous Certificates'. The 'New Request' tab is active. Under this tab, there is a 'Certificate Type' dropdown menu. The dropdown menu is open, showing two options: 'Withholding Tax Certificate' and 'Tax Residency Certificate'. The 'Withholding Tax Certificate' option is highlighted with a red border. At the bottom of the page, there is a footer with the Zakat, Tax and Customs Authority logo, 'Privacy Policy', 'Terms & Conditions', 'All rights reserved 2025 © Zakat, Tax and Customs Authority', and 'Development and maintenance by'.

2. The required data must be filled in: Certificate Language - Tax Year - Supplying Company Name - Tax Period.

The screenshot shows the 'Withholding Tax Certificate' form. At the top, there are three tabs: 'New Request', 'Previous Requests', and 'Previous Certificates'. The 'New Request' tab is active. Below this tab, there is a 'Certificate Type' dropdown menu set to 'Withholding Tax Certificate'. The main heading is 'Withholding Tax Certificate'. Below this heading, there are five required fields: 'Certificate Language', 'Tax Year', 'Name', 'Supplying Company Name', and 'Tax Period'. Each field has a dropdown arrow. Below the 'Supplying Company Name' field, there is a link that says 'To change the company name, click here'. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'.

Notice: The name is exported from the system, with the possibility of modifying the taxpayer- the name of the supplying company.

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Second: To issue the Tax Residency Certificate

1. Select "Tax Residency Certificate" from the drop-down list.

Dashboard | Commitments | Zakat and Tax Management | Returns | Account Statements | Pending Bills | Refunds | Instalment Plan | Objections & Reviews | Education Journey

Tax Management > Issue certificates service

< Back

Issue certificates service

New Request | Previous Requests | Previous Certificates

Certificate Type *

- Withholding Tax Certificate
- Tax Residency Certificate**

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2. Enter the certificate language and tax year.

New Request | Previous Requests | Previous Certificates

Certificate Type * Tax Residency Certificate

Tax Residency Certificate

Certificate Language * Arabic

Tax Year * ☐ Hijri ☒ Gregorian

XXXX

☐ General Residency Tax Certificate ☒ Residency Tax Certificate based on Tax agreement

Name * XXXXXXXXXXX XXXX XXXXXXXX

Nature of Activity * إسم النشاط ونسبة الأجر، ونسبة الأجر، مثال: الإيجارات والممتلكات

Address * XXXXXXXXXXX XXXX XXXXXXXX

Country of Tax Agreement * XXXXXXXXXXX XXXXX XXXXXXXX



General Tax Residency Certificate

1. Select "Tax Residency Certificate" from the drop-down list.

The screenshot shows the 'Issue certificates service' page. The breadcrumb trail is 'Tax Management > Issue certificates service'. There is a '< Back' link. The page title is 'Issue certificates service'. Below the title are three tabs: 'New Request', 'Previous Requests', and 'Previous Certificates'. The 'New Request' tab is active. Under this tab, there is a 'Certificate Type' dropdown menu. The dropdown is open, showing two options: 'Withholding Tax Certificate' and 'Tax Residency Certificate'. The 'Tax Residency Certificate' option is highlighted with a red border. The top navigation bar includes links for Dashboard, Commitments, Zakat and Tax Management, Returns, Account Statements, Pending Bills, Refunds, Instalment Plan, Objections & Reviews, and Education Journey. The top right corner shows a user profile icon and a session ID 'XXXXXXXXXX XXXX XXXXX'.

2. Selection of the certificate type: "General Tax Residency Certificate".

The screenshot shows the 'Withholding Tax Certificate' form. The breadcrumb trail is 'Tax Management > Issue certificates service'. There is a '< Back' link. The page title is 'Issue certificates service'. Below the title are three tabs: 'New Request', 'Previous Requests', and 'Previous Certificates'. The 'New Request' tab is active. Under this tab, there is a 'Certificate Type' dropdown menu. The dropdown is open, showing two options: 'Withholding Tax Certificate' and 'Tax Residency Certificate'. The 'Withholding Tax Certificate' option is selected. The form fields include: 'Certificate Language' (dropdown), 'Tax Year' (dropdown), 'Name' (text input), 'Supplying Company Name' (dropdown), and 'Tax Period' (dropdown). There is a link 'To change the company name, click here' below the 'Supplying Company Name' field. The 'Submit' and 'Cancel' buttons are at the bottom right.



3. The system automatically fills in the required data: Name - Nature of activity - Address.

4. Click "Submit" to submit the application.



To issue a tax certificate according to the tax agreement

1. Select "Tax Residency Certificate" from the drop-down list.

The screenshot shows the 'Issue certificates service' page. At the top, there is a navigation bar with the Zakat, Tax and Customs Authority logo and various menu items. Below the navigation bar, the page title is 'Issue certificates service'. There are three tabs: 'New Request', 'Previous Requests', and 'Previous Certificates'. The 'New Request' tab is active. Under this tab, there is a 'Certificate Type' dropdown menu. The dropdown menu is open, showing two options: 'Withholding Tax Certificate' and 'Tax Residency Certificate'. The 'Tax Residency Certificate' option is highlighted with a red box.

2. Select the certificate type: "Residency Certificate according to the Tax Agreement".

The screenshot shows the 'Tax Residency Certificate' form. The 'Certificate Type' dropdown menu is set to 'Tax Residency Certificate'. The form contains several fields and options:

- Certificate Language:** A dropdown menu with 'Arabic' selected.
- Tax Year:** Two radio buttons: 'Hijri' (selected) and 'Gregorian'.
- General Residency Tax Certificate:** A radio button that is not selected.
- Residency Tax Certificate bases on Tax agreement:** A radio button that is selected and highlighted with a red box.
- Name:** A text input field with placeholder text 'XXXXXXXXXX XXXX XXXXXXXX'.
- Address:** A text input field with placeholder text 'XXXXXXXXXX XXXX XXXXXXXX'.
- Country of Tax Agreement:** A dropdown menu with placeholder text 'XXXXXXXXXX XXXX XXXXXXXX'.



3. The system automatically fills in the required data: Name - Nature of activity - Address, except for tax agreement country, which must be specified by the taxpayer.

The screenshot shows the 'New Request' tab selected. The 'Certificate Type' dropdown is set to 'Withholding Tax Certificate'. The form title is 'Withholding Tax Certificate'. It contains the following fields:

- Certificate Language ***: A dropdown menu.
- Tax Year ***: A dropdown menu.
- Name ***: A text input field.
- Supplying Company Name ***: A dropdown menu.
- Tax Period ***: A dropdown menu.

Below the 'Supplying Company Name' field, there is a link: 'To change the company name, [click here](#)'. At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.

4. Click "Submit" to submit the application.

The screenshot shows the 'New Request' tab selected. The 'Certificate Type' dropdown is set to 'Tax Residency Certificate'. The form title is 'Tax Residency Certificate'. It contains the following fields and options:

- Certificate Language ***: A dropdown menu.
- Tax Year ***: Two radio buttons, 'Hijri' and 'Gregorian'. 'Gregorian' is selected.
- General Residency Tax Certificate**: A radio button that is selected.
- Residency Tax Certificate bases on Tax agreement**: A radio button.
- Name ***: A text input field containing 'XXXXXXXXXX XXXXX XXXXXX'.
- Nature of Activity ***: A text input field containing 'XXXXXXXXXX XXXXX XXXXXX XXXXXX XXXXXX'.
- Address ***: A text input field containing 'XXXXXXXXXX XXXXX XXXXXX'.

At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.



Scan this code to view the last
version and all published documents
Or visit the website zatca.gov.sa