



## User Manual

# Withholding Tax Certificate or Tax Residency Certificate



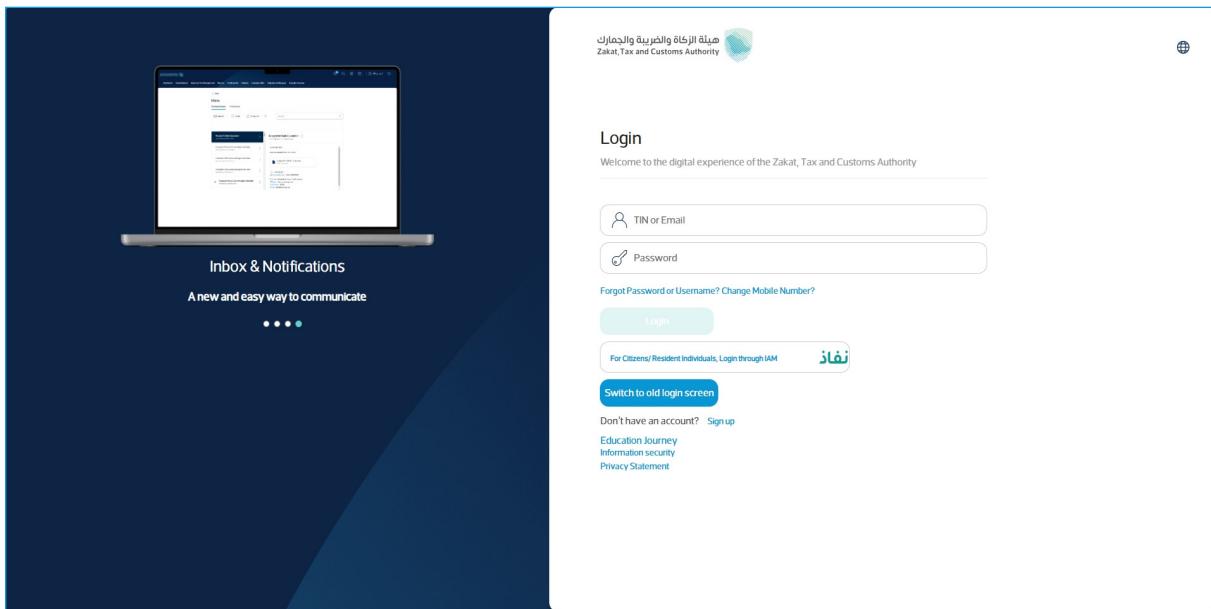
## Guide Overview

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.

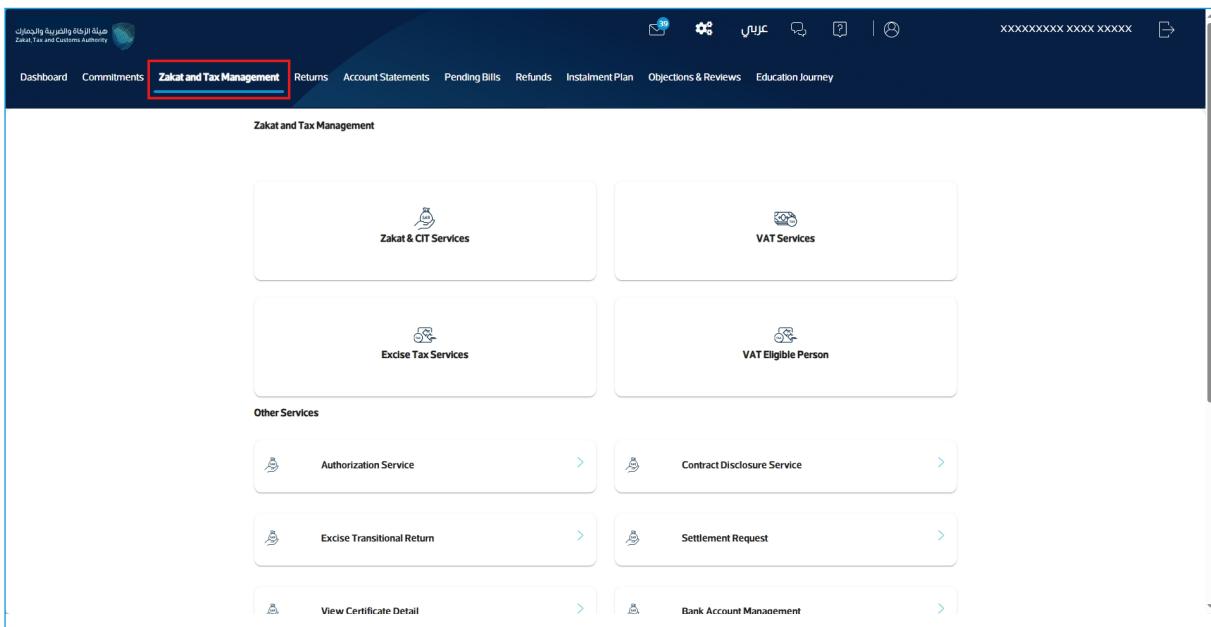


## How to use the service

1. Access the ZATCA's website via this link: [www.zatca.gov.sa](http://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".

The screenshot shows the ZATCA service page under the 'Zakat and Tax Management' section. It displays various service categories: Zakat & CIT Services, VAT Services, Excise Tax Services, and VAT Eligible Person. Below these are 'Other Services' including Authorization Service, Contract Disclosure Service, Excise Transitional Return, Settlement Request, View Certificate Detail, Bank Account Management, Destruction Site, TIN /Outlet Deregistration Service, and Capital Gain. The 'Withholding / Tax Residency Certificate Request' option is highlighted with a red box.

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

Submit a new application.

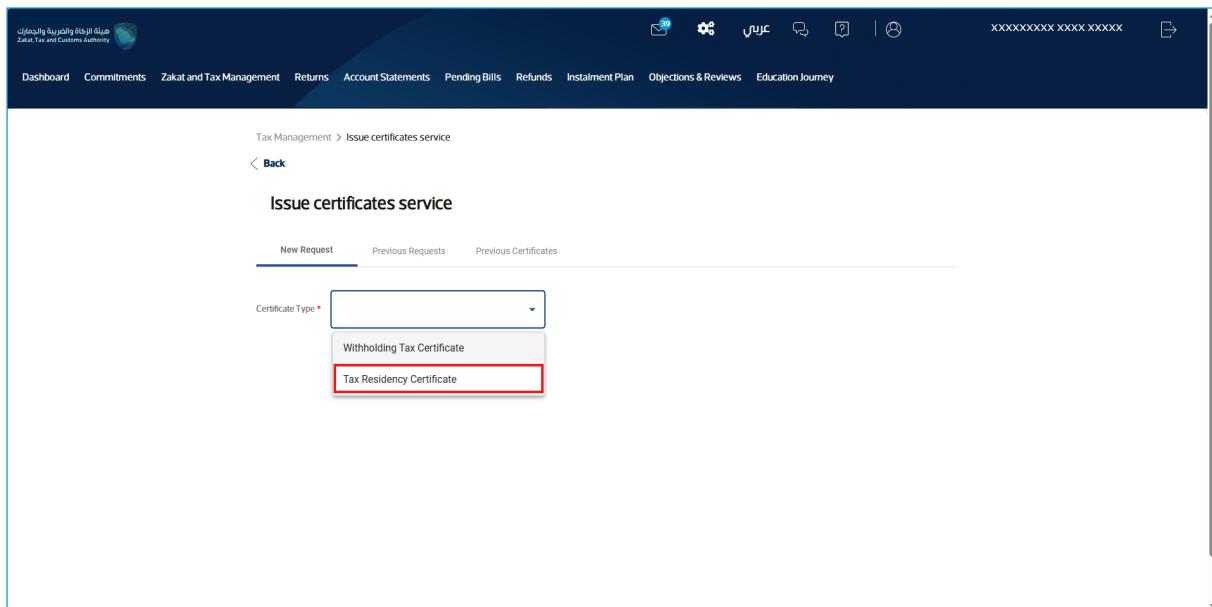
Review previous applications.

Review previous certificates.

The screenshot shows the 'Issue certificates service' page under the 'Tax Management' section. It includes a back button, a title 'Issue certificates service', and a navigation bar with tabs: New Request (selected), Previous Requests, and Previous Certificates. A dropdown menu for 'Certificate Type' is visible.



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



Tax Management > Issue certificates service

Back

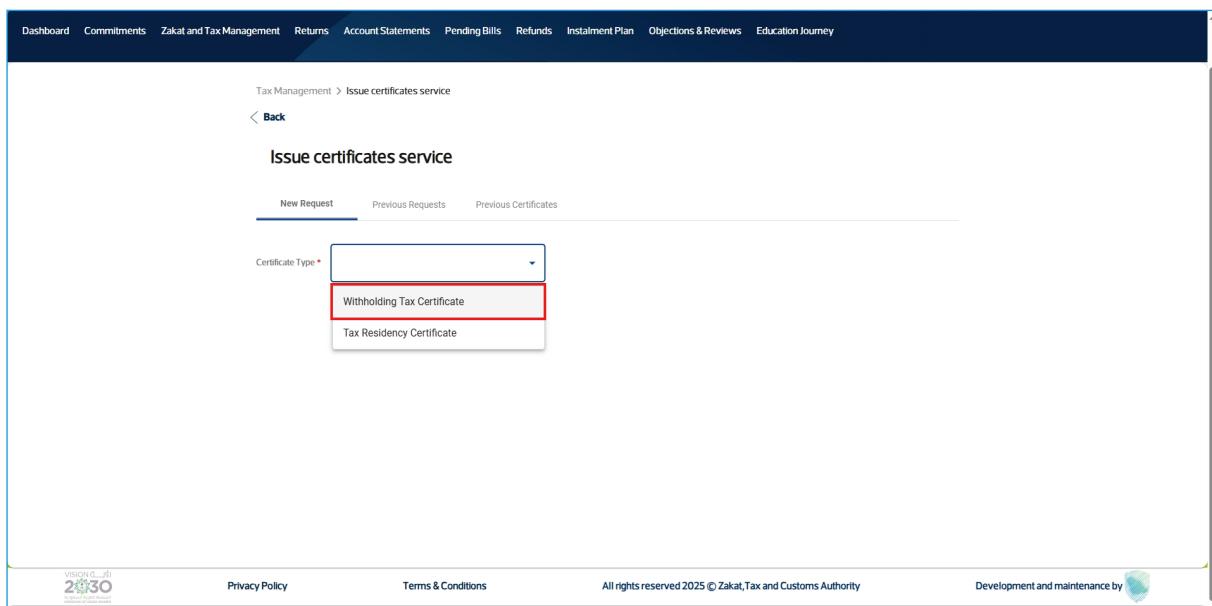
### Issue certificates service

New Request    Previous Requests    Previous Certificates

Certificate Type \*

- Withholding Tax Certificate
- Tax Residency Certificate

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



Tax Management > Issue certificates service

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### Issue certificates service

New Request    Previous Requests    Previous Certificates

Certificate Type \*

- Withholding Tax Certificate
- Tax Residency Certificate

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

Tax Management > Issue certificates service

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### 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

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### Issue certificates service

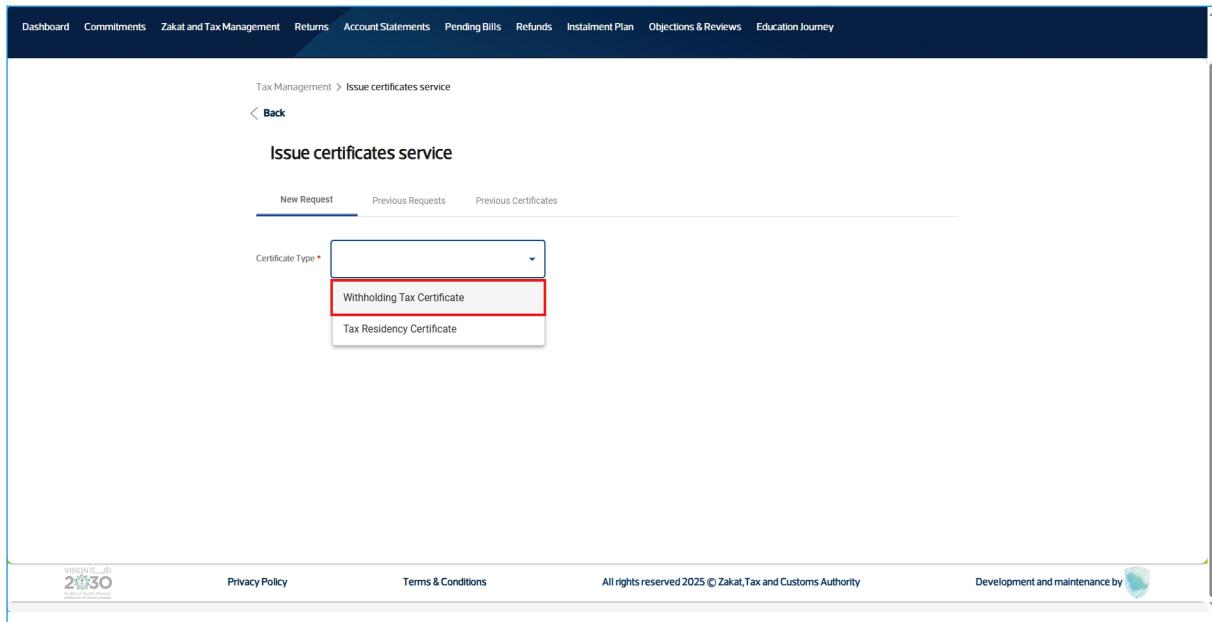
New Request    Previous Requests    **Previous Certificates**

| Certificate Number | Certificate Type            | Certificate Status | Issued Date | Financial period | Download                 |
|--------------------|-----------------------------|--------------------|-------------|------------------|--------------------------|
| XXXXXXXXXX         | Tax Residency Certificate   | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |
| XXXXXXXXXX         | Tax Residency Certificate   | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |
| XXXXXXXXXX         | Withholding Tax Certificate | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |
| XXXXXXXXXX         | Tax Residency Certificate   | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |
| XXXXXXXXXX         | Withholding Tax Certificate | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |
| XXXXXXXXXX         | Withholding Tax Certificate | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |
| XXXXXXXXXX         | Withholding Tax Certificate | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |
| XXXXXXXXXX         | Withholding Tax Certificate | Issued             | XXXXXXXXXX  | XXXXXX           | <a href="#">Download</a> |



## First: To issue the Withholding Tax Certificate

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



Tax Management > Issue certificates service

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### Issue certificates service

New Request    Previous Requests    Previous Certificates

Certificate Type \*

Withholding Tax Certificate

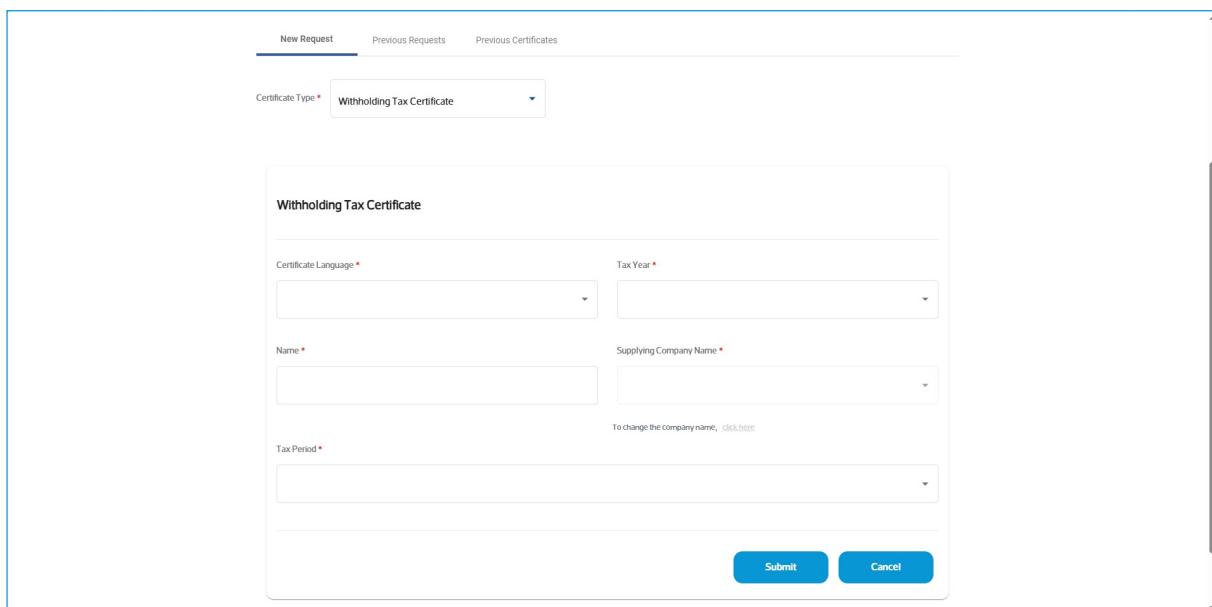
Tax Residency Certificate

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



Withholding Tax Certificate

Certificate Language \*

Tax Year \*

Name \*

Supplying Company Name \*

To change the company name, [click here](#).

Tax Period \*

Submit    Cancel

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



### 3. Click "Submit" to submit the application.

New Request      Previous Requests      Previous Certificates

Certificate Type \*      Tax Residency Certificate

**Tax Residency Certificate**

Certificate Language \*      Tax Year \*       Hijri       Gregorian

XXXXXXXXXX      XXXXXXXXX

General Residency Tax Certificate       Residency Tax Certificate bases on Tax agreement

Name \*      Nature of Activity \*

XXXXXX XXXX XXXXX      XXXXXXXX XXXX XXXXX XXXXX XXXXX

Address \*

العنوان باللغة العربية

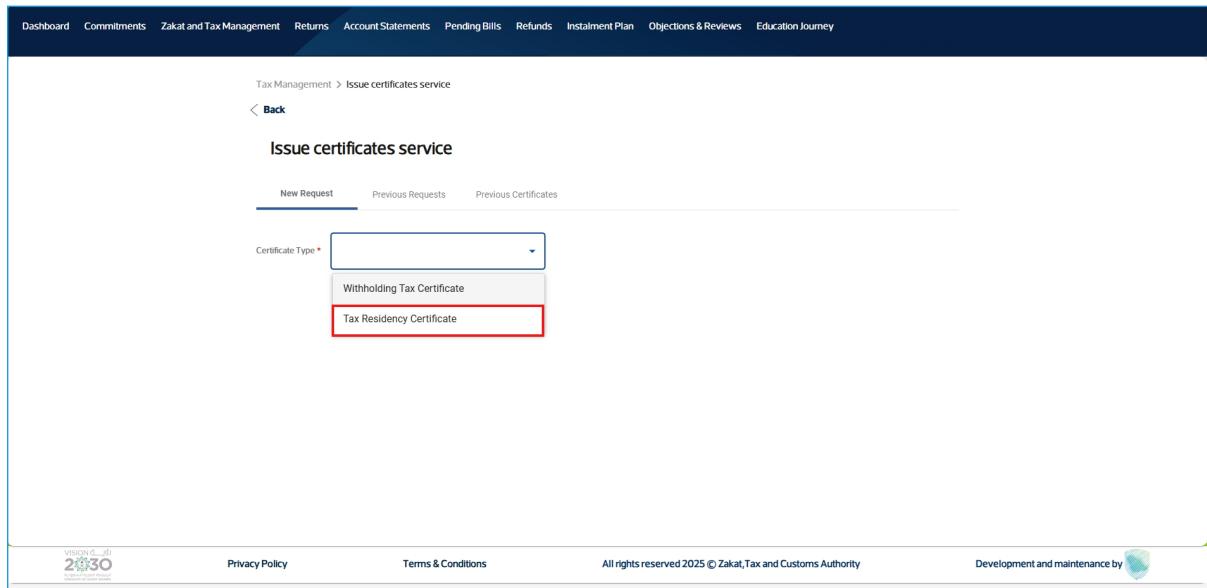
XXXXXX XXXX XXXXX

**Submit**      **Cancel**



## Second: To issue the Tax Residency Certificate

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



Tax Management > Issue certificates service

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**Issue certificates service**

New Request Previous Requests Previous Certificates

Certificate Type \*

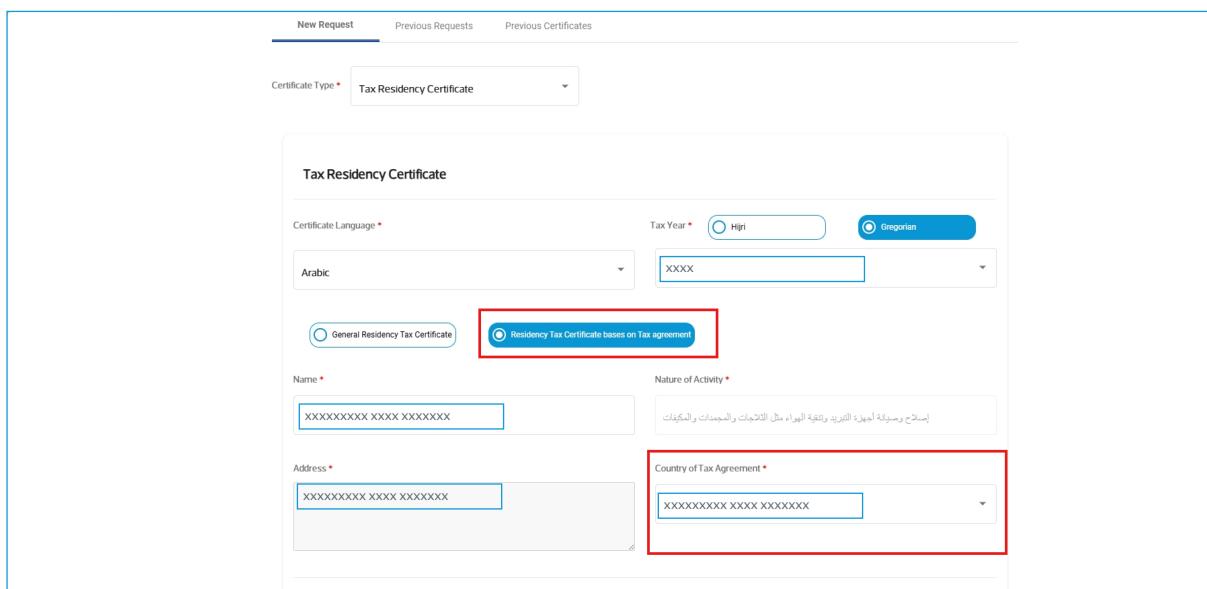
Withholding Tax Certificate

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

General Residency Tax Certificate

Residency Tax Certificate bases on Tax agreement

Name \*

XXXXXXXX XXXX XXXXXXXX

Nature of Activity \*

إسلاج ورسانة أجوره النازلة والثانية الموجهة مل الأجانب والمسجلات والمسكونات

Address \*

XXXXXXXX XXXX XXXXXXXX

Country of Tax Agreement \*

XXXXXXXX XXXX XXXXXXXX



## General Tax Residency Certificate

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

Tax Management > Issue certificates service

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Issue certificates service

New Request    Previous Requests    Previous Certificates

Certificate Type \*

Withholding Tax Certificate

Tax Residency Certificate

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

New Request    Previous Requests    Previous Certificates

Certificate Type \*

Withholding Tax Certificate

Withholding Tax Certificate

Certificate Language \*

Tax Year \*

Name \*

Supplying Company Name \*

To change the company name, [click here](#)

Tax Period \*

Submit    Cancel



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

Screenshot of the Tax Residency Certificate application form. The 'Certificate Type' is set to 'Tax Residency Certificate'. The 'Certificate Language' is 'Arabic'. The 'Tax Year' is set to 'Hijri'. The 'Nature of Activity' is 'Business and professional services'. The 'Address' is 'XXXXXX XXXX XXXXXX'. The 'Country of Tax Agreement' is 'XXXXXX XXXX XXXXXX'. The 'Residency Tax Certificate bases on Tax agreement' option is selected. The 'General Residency Tax Certificate' option is also present. The 'Name' field contains 'XXXXXX XXXX XXXXXX'. The 'Country of Tax Agreement' field is highlighted with a red box.

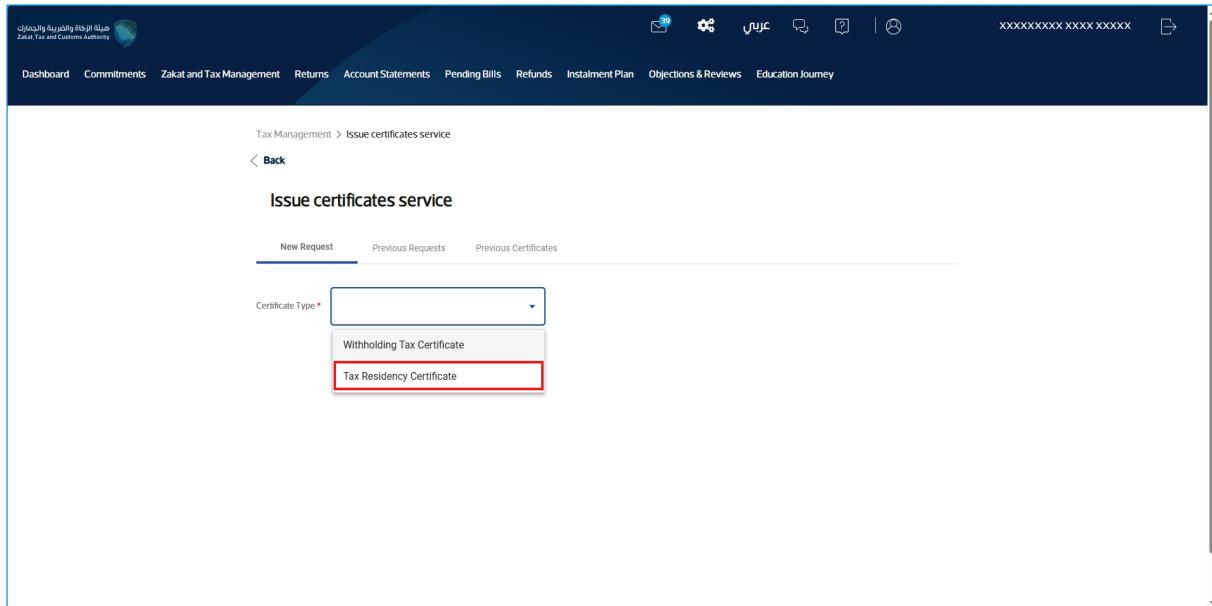
### 4. Click "Submit" to submit the application.

Screenshot of the Tax Residency Certificate application form after submission. The 'Name' field now contains 'XXXXXX XXXX XXXXXX'. The 'Nature of Activity' field now contains 'XXXXXX XXXX XXXXXX XXXXXX XXXXXX'. The 'Address' field now contains 'XXXXXX XXXX XXXXXX'. The 'Country of Tax Agreement' field now contains 'XXXXXX XXXX XXXXXX'. The 'Residency Tax Certificate bases on Tax agreement' option is selected. The 'General Residency Tax Certificate' option is also present. The 'Submit' and 'Cancel' buttons are visible at the bottom.



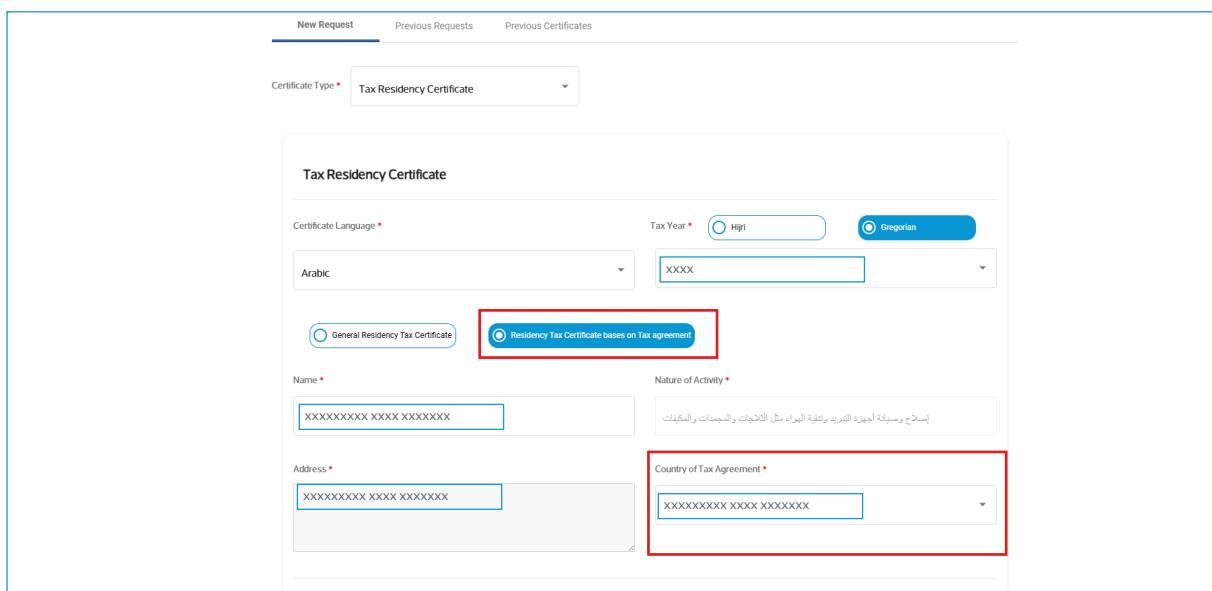
## To issue a tax certificate according to the tax agreement

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



The screenshot shows the 'Issue certificates service' page. At the top, there are navigation links: Dashboard, Commitments, Zakat and Tax Management, Returns, Account Statements, Pending Bills, Refunds, Instalment Plan, Objections & Reviews, and Education Journey. The 'New Request' tab is selected. Below it, there are links for Previous Requests and Previous Certificates. A dropdown menu for 'Certificate Type' is open, showing 'Withholding Tax Certificate' and 'Tax Residency Certificate'. 'Tax Residency Certificate' 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. At the top, there are links for New Request, Previous Requests, and Previous Certificates. A dropdown menu for 'Certificate Type' is open, showing 'Tax Residency Certificate'. Below the form, there are sections for 'Tax Residency Certificate' and 'Country of Tax Agreement'. The 'Residency Tax Certificate bases on Tax agreement' radio button is selected and highlighted with a red box. The 'Country of Tax Agreement' dropdown is also highlighted with a red box.



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.

New Request      Previous Requests      Previous Certificates

Certificate Type \*

**Withholding Tax Certificate**

Certificate Language \*

Tax Year \*

Name \*

Supplying Company Name \*

To change the company name, [click here](#)

Tax Period \*

4. Click "Submit" to submit the application.

New Request      Previous Requests      Previous Certificates

Certificate Type \*

**Tax Residency Certificate**

Certificate Language \*

Tax Year \*

General Residency Tax Certificate  Residency Tax Certificate bases on Tax agreement

Name \*

Nature of Activity \*

Address \*



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