

## Guide on obtaining personal income tax record

The following shows the steps to obtain your tax records for the year 2019 onwards, when the China tax app was created.

### 1. Download the tax app

Either from the app store where you can search for “个人所得税APP” or by scanning the QR code below to download from Tencent App Store.



个人所得税

2.2 6198.4万下载

国家税务总局广东省税务局电子税务管理办公室



扫码下载手机版

The app is developed by the Chinese State Tax Administration for individuals to manage their tax affairs in China.

### 2. Register for an account

If you do not have an account for the China income tax app, you will first need to obtain a registration code from the tax office. They will need your passport to register you for an account.

### 3. Open the tax app, tap on “我的” on the bottom right hand corner



#### 4. Tap on “注册/登录”



5. Type in your account username (Phone number/ID number) and password (1). And slide the validation bar below it (2). Then tap on “登录“ button below to login (3). You can only log in after registering yourself at the tax office.

< 返回      个人所得税

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<input type="text" value="账号"/>	<input type="text" value="手机号码/证件号码"/>	Username <span style="font-size: small;">?</span>	1
<input type="text" value="密码"/>	<input type="text" value="请输入密码"/>	Password	
<input type="text" value=" &gt;&gt;"/>	<input type="text" value="请按住滑块，拖动到最右边"/>	找回密码	2
登录			3
注册			

6. After logging in, scroll down and tap on “纳税记录开具” on the homepage. This is where you will generate your tax records.



7. Select the start and end tax period you'd like to download your tax records for (please select the maximum time period possible so that you can maximise the amount you can send out of China) (1).

Slide the validation bar (2) below and then tap on the “生成纳税记录” button (3) to generate the personal income tax records

Note: the maximum period you can generate a tax record for is 3 years. You can only generate maximum of 3 tax records in one day.

The screenshot shows the 'Tax Record Issuance' (纳税记录开具) interface. At the top left is a back arrow and the text '< 返回'. The title is '纳税记录开具'. Below the title is a light blue box with a '温馨提示:' (Warm Reminder) section containing four numbered points: 1. According to the State Tax Administration's 2018 No. 55 announcement, you can apply for tax records from January 2019 onwards. 2. Each person can only apply for three tax records per day. 3. You can choose the ID used at registration or other added IDs. 4. If you have questions, click the help link. Below this is a form with fields for '证件类型' (Foreign Passport), '证件号码' (ID Number), '开具年月起?' (Start Date: 2021-06), and '开具年月止?' (End Date: 2024-05). A red box highlights these date fields, labeled '1'. Below the form is a validation bar with a red box around the '>>' icon and the text '请按住滑块，拖动到最右边', labeled '2'. At the bottom is a large blue button labeled '生成纳税记录', labeled '3', and a link '查看申请记录'.

< 返回      纳税记录开具

温馨提示：  
1.根据《国家税务总局公告2018年第55号》的规定，您可申请开具2019年1月及以后的纳税记录；  
2.每人每天最多可开具三次纳税记录；  
3.您可以选择注册时所使用的证件或已添加的其他身份证件来开具纳税记录。[去添加其他身份证件](#)  
4.若您对纳税记录的内容有疑问，请[点此帮助](#)。

证件类型      外国护照

证件号码      K\*\*\*

开具年月起?      2021-06      >

开具年月止?      2024-05      >

>>      请按住滑块，拖动到最右边

生成纳税记录

查看申请记录

1

2

3

8. Tap on “保存” (as shown on the bottom right hand corner) and the document(s) will be saved as images to your photo album on your phone (it will not in your folder/file).

Note there might be multiple images downloaded onto your phone depending on the time period you chose. If so, please upload all the images of the tax record on Wise as we allow for multiple file uploads.

< 返回      纳税记录申请记录

温馨提示：  
1. 仅支持查询最近30天（含30天）内开具的纳税记录，如有需要，请重新开具；  
2. 若您对纳税记录的内容有疑问，请[点此帮助](#)。

申请时间：2024-05-21 18:38:57  
税款所属期：2021-06至2024-05      制作成功  
开具范围：全国

预览      保存

9. Upload the tax record(s) onto Wise when you go through verification It should look similar to this with a QR code on the top right hand corner.

[2023] 0123 记录 [00012345]

中华人民共和国  
个人所得税纳税记录  
(原《税收完税证明》)

记录期间：2021年01月 - 2023年07月

纳税人名称：JOHN SMITH      纳税人识别号：W20201234567890123  
身份证件类型：外国护照      身份证件号码：K2347890Y

申报日期	实缴(退)金额	入(退)库日期	所得项目	税款所属期	入库税务机关	备注
2021.01.01	500	2021.01.09	工资薪金所得	2021.01	国家税务总局上海市杨浦区税务局	
2021.02.01	500	2021.02.09	工资薪金所得	2021.02	国家税务总局上海市杨浦区税务局	
2021.03.01	500	2021.03.09	工资薪金所得	2021.03	国家税务总局上海市杨浦区税务局	
2021.04.01	500	2021.04.09	工资薪金所得	2021.04	国家税务总局上海市杨浦区税务局	
2021.05.01	500	2021.05.09	工资薪金所得	2021.05	国家税务总局上海市杨浦区税务局	
2021.06.01	500	2021.06.09	工资薪金所得	2021.06	国家税务总局上海市杨浦区税务局	
2021.07.01	500	2021.07.09	工资薪金所得	2021.07	国家税务总局上海市杨浦区税务局	
2021.08.01	500	2021.08.09	工资薪金所得	2021.08	国家税务总局上海市杨浦区税务局	
2021.09.01	500	2021.09.09	工资薪金所得	2021.09	国家税务总局上海市杨浦区税务局	
2021.10.01	500	2021.10.09	工资薪金所得	2021.10	国家税务总局上海市杨浦区税务局	
2021.11.01	500	2021.11.09	工资薪金所得	2021.11	国家税务总局上海市杨浦区税务局	

金额合计      贰万肆仟肆佰伍拾

说明：  
1. 本记录射击纳税人敏感信息，请妥善保管；  
2. 您可以通过以下方式对本记录进行验证：  
(1) 通过手机App扫描左上角二维码进行验证；  
(2) 通过自然人电子税务局输入左上角查询验证码进行验证；  
3. 不同打印设备造成的色差不影响使用效力。

税务机关 (盖章)  
开具时间：2023年01月23日

本凭证不作为纳税人记账、抵扣凭证      当前第1页，共3页