

Tax Certificate Obtaining Procedure

1. Go to the Tax Website: <https://etax.chinatax.gov.cn/>
2. Log in your account with your phone number and the password:

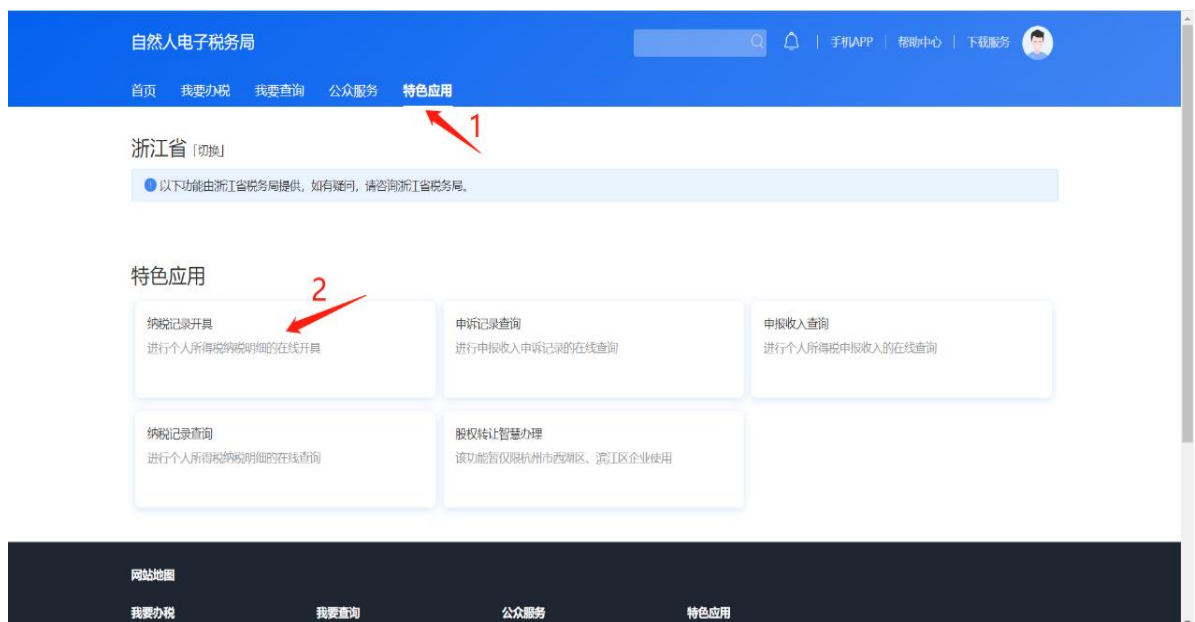


- The password is your first name with the first letter uppercase+ "123@", e.g.: Alex123@
- If it's your first time to get the Chinese tax certificate and don't have the account or the password is incorrect, please contact Tiantian Huang from HR Office via Email: huangtiantian@wku.edu.cn, Office: A211, WKH

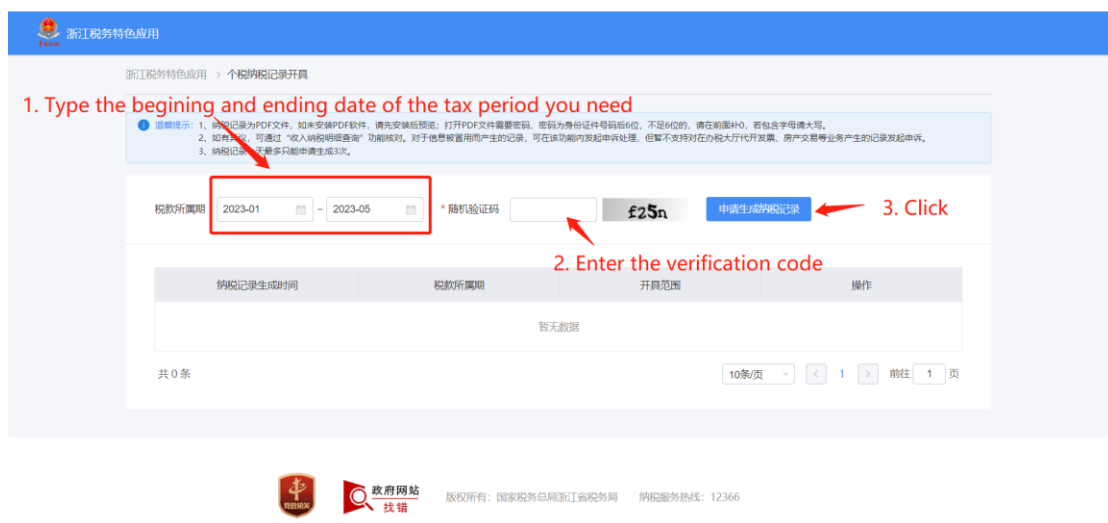
3. Enter the code on the text message that sent to your phone:




4. Click the menu button for tax certificate:



5. Select the tax period:



6. Download the tax certificate:

纳税记录生成时间	税款所属期	开具范围	操作
2023-05-30 16:31:52	2023-01至2023-05	全国	预览 下载  Click it for download

7. The certificate is password protected. The password for the document is the last 6 digits of the PASSPORT or other official ID number:

