附件：

“多证合一”服务信息采集表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **委托信息** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 企业名称 | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 被委托人姓名 | |  | | | 证件类型 | | | | | | 证件号码 | |  | | | | | | | | | | | | |
|  | | | | | |
| 手机号码 | |  | | | 联系地址 | | | | | |  | | | | | | | | | | | | | | |
| 委托事项 | | □填报本表格信息 □领取相关证照 □领取印章 □修改表格资料 | | | | | | | | | | | | | | | | | | | | | | | |
| **税务信息** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 核算方式 | | | □独立核算自负盈亏  □非独立核算 | | | | | 从业人数\_\_\_\_\_\_  雇工人数\_\_\_\_\_\_  其中外籍人数\_\_\_\_\_\_ | | | | | | | | 社保网报系统 | | | | | | | | | □开通  □不开通 |
| 适用会计制度 | | | □企业会计制度（2001） □企业会计准则 □小企业会计准则 □事业单位会计准则 □其他 | | | | | | | | | | | | | | | | | | | | | | |
| 生产经营地址 | | | \_\_\_\_\_\_\_市\_\_\_\_\_\_县（区）\_\_\_\_\_\_\_\_\_镇（街道）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_路\_\_\_\_\_\_号\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
| 办税人员姓名 | | | 身份证件种类 | | | 身份证件号码 | | | | | 固定电话 | | | | | | | 移动电话 | | | | | | 电子邮箱 | |
|  | | |  | | |  | | | | |  | | | | | | |  | | | | | |  | |
| 社保联系人 | | | 身份证件种类 | | | 身份证件号码 | | | | | 固定电话 | | | | | | | 移动电话 | | | | | | 电子邮箱 | |
|  | | |  | | |  | | | | |  | | | | | | |  | | | | | |  | |
| 税务代理人信息 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 纳税人识别号 | | | 名称 | | | | | | | 联系电话 | | | | | | | | | | 电子信箱 | | | | | |
|  | | |  | | | | | | |  | | | | | | | | | |  | | | | | |
| 投资方信息 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 投资方名称 | 证件种类 | | | 证件号码 | | | 投资比例 | | | | | 投资方经济性质 | | | | | 国籍 | | | | | 地址 | | | |
|  |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | | |
| 代扣代缴代收代缴税款业务情况 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 代扣代缴、代收代缴税种 | | | | | | | 代扣代缴、代收代缴税款业务内容 | | | | | | | | | | | | | | | | | | |
| 个人所得税 | | | | | | |  | | | | | | | | | | | | | | | | | | |
| 主（附）行业信息 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 国标行业（主） | | |  | | | | 主行业明细行业 | | | | | | | | | | | | |  | | | | | |
| 国标行业（附） | | | | | | | 国标行业（附）明细 | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | |
| 纳税人所处街乡 | | |  | | | | 隶属关系 | | | | | | | （系统默认为其他） | | | | | 国地管户类型 | | | | 国地税共管户 | | |
| 总分支机构类型 | | | □总机构 □分支机构  □分总机构 □非总分支机构 | | | | | | | | | | | | | | | | | | | | | | |
| 总机构信息（总分支机构类型为分支机构、分总机构的填写） | | | | | | | | | | | | | | | | | | | | | | | | | |
| 纳税人名称（企业名称） | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 纳税人识别号（统一社会信用代码） | | |  | | | | | | | | | | | | 对应组织机构代码 | | | | | |  | | | | |
| 注册地址 | | |  | | | | | | | | | | | | 邮政编码 | | | | | |  | | | | |
| 法定代表人姓名 | | |  | | | | | | 联系电话 | | | | | |  | | | | | | | | | | |
| 证件类型 | | |  | | | | | | 证件号码 | | | | | |  | | | | | | | | | | |
| 经营范围 | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **公安刻章信息** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 选择辖区 | | | □禅城区 □南海区 □顺德区 □三水区 □高明区 | | | | | | | | | | | | | | | | | | | | | | |
| 刻章企业 | | | （建议下拉选择） | | | | | | | | | | | | | | | | | | | | | | |
| 需刻章类型 | | | □公章 □发票专用章 □财务专用章 □法定代表人名章 | | | | | | | | | | | | | | | | | | | | | | |
| **银行预约开户信息** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 选择辖区 | | | □禅城区 □南海区 □顺德区 □高明区 □三水区 | | | | | | | | | | | | | | | | | | | | | | |
| 开户行 | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 网点 | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 开户联系人 | | | □法定代表人 □单位负责人 □财务负责人 □企业其他被授权人 | | | | | | | | | | | | | | | | | | | | | | |
| 联系电话 | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 存款人负责人类型 | | | □法定代表人 □单位负责人 | | | | | | | | | | | | | | | | | | | | | | |
| 账户性质 | | | 基本存款账户 | | | | | | | | | | | | | | | | | | | | | | |
| 地区代码 | | | 5880 | | | | | | | | | | | | | | | | | | | | | | |
| 本人确认上述填写的采集信息准确无误。  被委托人签名：  日期： | | | | | | | | | | | | | | | | | | | | | | | | | |

填表说明

1.核算方式：必填项，总分支机构类型为分支机构或分总机构时为可选择项，非总分机构的为独立核算；

2.从业人数、雇工人数，外籍人数：必填项，按纳税人实际情况填写；

3.适用企业会计制度：必填项，按纳税人实际情况填写；

4.办税员：必填项，按纳税人实际情况填写；

5.社保联系人：必填项，按纳税人实际情况填写；

6.税务代理人信息：选填项，纳税人已确定税务代理机构的填写；

7..纳税人所处乡街：必填项，按“一照一码”证照时的经营地址划分；

8.隶属关系：必填项，除国有企业外，其他单位纳税人“其他”；

9.国、地管户类型：默认“国地共管户”。