附件4

北京市地方税务局代开发票申请表

编号（流水号）：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请单位（个人）  名 称 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 计算机  代 码 | | | | | | | | | |  | | | | | | | |
| 申请单位（个人）  详细地址 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 电 话 | | | | | | | | | |  | | | | | | | |
| 申请人  税务登记号 | | | |  |  | | |  | |  | |  | |  | |  | | |  | | |  | | | |  | | |  | | |  | | | |  | | |  | |  | | | | |  | | |  | |  | |
| 经办人合法身份  证件名称 | | | |  | | | | | | | 号码 | |  | |  | |  | | |  |  | | |  | | |  |  | | |  | | |  | | |  |  | |  | | | |  | | |  |  | |  | |  |
| 付款单位（个人）  名 称 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 电 话 | | | | | | |  | | | | | | | | | | |
| 提供服务  （劳务）项目 | | | |  | | | | | | | | | | | | | | | | | | | 金额  大写 | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 经办人签字 申请单位（盖章）  年　　月　　日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 以上由申请代开发票的单位（个人）填写 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 税务机关审批意见 | | 开票人：　　　　　　　复核人：　　　　　　 　税务所公章  年　　月　　日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 发票  代码 |  | | | | | 发票  号码 | | |  | | | | | | | | | 开具  金 额 | | | | | | |  | | | | | | | | 完税凭证号码或减免税批复及文件号 | | | | | | | | | |  | | | | | | | | | |
| 开具发票份数（大写） | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

注：1.本表编号由税务机关按程序产生的序列号的流水号填写；

2.申请代开发票方为单位的，须经办人签字并加盖单位公章；

3.本表一式两份，代开发票税务机关和申请人各执一份；

4.附件内容：税务登记证副本复印件（跨区域申请代开发票的纳税人提交）、经

办人身份证明复印件、完税凭证复印件、书面证明；

5.本表应与附件内容合并归档。