



BIR Form No.
2316

January 2018 (ENCS)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 01/18ENCS

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

<p>1 For the Year (YYYY) <u>2 0 2 2</u></p> <p>3 TIN <u>3 2 3 - 3 7 4 - 2 4 7 -</u></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <u>ISOTO, LEVI MAE MERO</u></p> <p>5 RDO Code <u>0 4 4</u></p> <p>6 Registered Address _____</p> <p>6A ZIP Code _____</p> <p>6B Local Home Address _____</p> <p>6C ZIP Code _____</p> <p>6D Foreign Address _____</p> <p>7 Date of Birth (MM/DD/YYYY) <u>0 6 / 2 3 / 1 9 9 7</u></p> <p>8 Contact Number _____</p> <p>9 Statutory Minimum Wage rate per day <u>0</u></p> <p>10 Statutory Minimum Wage rate per month <u>0</u></p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p>12 TIN <u>0 0 8 - 0 5 6 - 7 8 3 -</u></p> <p>13 Employer's Name <u>OPTUM GLOBAL SOLUTIONS (PHILIPPINES), INC.</u></p> <p>14 Registered Address <u>5th to 10th Floors Science Hub Tower 1, Block 38 Campus Avenue corner Turin Street, Taguig City Metro Manila 1634 Philippines</u></p> <p>14A ZIP Code _____</p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>16 TIN _____</p> <p>17 Employer's Name _____</p> <p>18 Registered Address _____</p> <p>18A ZIP Code _____</p>	<p>2 For the Period From (MM/DD) <u>0 1 / 0 1</u> To (MM/DD) <u>0 3 / 2 4</u></p> <p>Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">Item</th> <th style="width:20%;">Amount</th> </tr> </thead> <tbody> <tr><td>27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>28 Holiday Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>29 Overtime Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>30 Night Shift Differential (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>31 Hazard Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>32 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right;">7,569.28</td></tr> <tr><td>33 De Minimis Benefits</td><td style="text-align: right;">6,493.10</td></tr> <tr><td>34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">4,235.15</td></tr> <tr><td>35 Salaries and Other Forms of Compensation</td><td style="text-align: right;">4,637.92</td></tr> <tr><td>36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)</td><td style="text-align: right;">22,935.45</td></tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>37 Basic Salary</td><td style="text-align: right;">58,465.50</td></tr> <tr><td>38 Representation</td><td style="text-align: right;">0.00</td></tr> <tr><td>39 Transportation</td><td style="text-align: right;">0.00</td></tr> <tr><td>40 Cost of Living Allowance (COLA)</td><td style="text-align: right;">0.00</td></tr> <tr><td>41 Fixed Housing Allowance</td><td style="text-align: right;">0.00</td></tr> <tr><td>42 Others (specify)</td><td></td></tr> <tr><td>42A _____</td><td style="text-align: right;">0.00</td></tr> <tr><td>42B _____</td><td style="text-align: right;">0.00</td></tr> </tbody> </table> <p>SUPPLEMENTARY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>43 Commission</td><td style="text-align: right;">0.00</td></tr> <tr><td>44 Profit Sharing</td><td style="text-align: right;">0.00</td></tr> <tr><td>45 Fees Including Director's Fees</td><td style="text-align: right;">0.00</td></tr> <tr><td>46 Taxable 13th Month Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>47 Hazard Pay</td><td style="text-align: right;">0.00</td></tr> <tr><td>48 Overtime Pay</td><td style="text-align: right;">0.00</td></tr> <tr><td>49 Others (specify)</td><td></td></tr> <tr><td>49A 0.00</td><td style="text-align: right;">0.00</td></tr> <tr><td>49B 0.00</td><td style="text-align: right;">0.00</td></tr> <tr><td>50 Total Taxable Compensation Income (Sum of Items 37 to 49B)</td><td style="text-align: right;">58,465.50</td></tr> </tbody> </table>	Item	Amount	27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	0.00	28 Holiday Pay (MWE)	0.00	29 Overtime Pay (MWE)	0.00	30 Night Shift Differential (MWE)	0.00	31 Hazard Pay (MWE)	0.00	32 13th Month Pay and Other Benefits (maximum of P90,000)	7,569.28	33 De Minimis Benefits	6,493.10	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	4,235.15	35 Salaries and Other Forms of Compensation	4,637.92	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	22,935.45	37 Basic Salary	58,465.50	38 Representation	0.00	39 Transportation	0.00	40 Cost of Living Allowance (COLA)	0.00	41 Fixed Housing Allowance	0.00	42 Others (specify)		42A _____	0.00	42B _____	0.00	43 Commission	0.00	44 Profit Sharing	0.00	45 Fees Including Director's Fees	0.00	46 Taxable 13th Month Benefits	0.00	47 Hazard Pay	0.00	48 Overtime Pay	0.00	49 Others (specify)		49A 0.00	0.00	49B 0.00	0.00	50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	58,465.50
Item	Amount																																																										
27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	0.00																																																										
28 Holiday Pay (MWE)	0.00																																																										
29 Overtime Pay (MWE)	0.00																																																										
30 Night Shift Differential (MWE)	0.00																																																										
31 Hazard Pay (MWE)	0.00																																																										
32 13th Month Pay and Other Benefits (maximum of P90,000)	7,569.28																																																										
33 De Minimis Benefits	6,493.10																																																										
34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	4,235.15																																																										
35 Salaries and Other Forms of Compensation	4,637.92																																																										
36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	22,935.45																																																										
37 Basic Salary	58,465.50																																																										
38 Representation	0.00																																																										
39 Transportation	0.00																																																										
40 Cost of Living Allowance (COLA)	0.00																																																										
41 Fixed Housing Allowance	0.00																																																										
42 Others (specify)																																																											
42A _____	0.00																																																										
42B _____	0.00																																																										
43 Commission	0.00																																																										
44 Profit Sharing	0.00																																																										
45 Fees Including Director's Fees	0.00																																																										
46 Taxable 13th Month Benefits	0.00																																																										
47 Hazard Pay	0.00																																																										
48 Overtime Pay	0.00																																																										
49 Others (specify)																																																											
49A 0.00	0.00																																																										
49B 0.00	0.00																																																										
50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	58,465.50																																																										
<p>Part II - Employer Information (Present)</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) <u>81,400.95</u></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) <u>22,935.45</u></p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) <u>58,465.50</u></p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable <u>0.00</u></p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) <u>58,465.50</u></p> <p>24 Tax Due <u>0.00</u></p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer <u>0.00</u></p> <p>25B Previous Employer, if applicable <u>0.00</u></p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <u>0.00</u></p>																																																											

I/We declare, under the penalties of perjury that this certificate has been made in good faith, verified by me/us, and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I/we give my/our consent to the processing of my/our information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

<p>51 <u>CABAGNOT, MICHELLE KIBLATIN</u> Present Employer/Authorized Agent Signature over Printed Name</p> <p>52 <u>ISOTO, LEVI MAE MERO</u> Employee Signature over Printed Name</p> <p>CTC/Valid ID No. of Employee _____ Place of Issue _____</p>	<p>Date Signed _____</p> <p>Date Signed _____</p> <p>Date Signed _____</p> <p>Amount paid, if CTC _____</p>
--	---

<p>To be accomplished under substituted filing</p> <p>I declare, under the penalties of perjury that the information herein stated are reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.</p> <p>53 <u>CABAGNOT, MICHELLE KIBLATIN</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</p>	<p>I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700), since I received purely compensation income from only one employer in the Philippines for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.</p> <p>54 <u>ISOTO, LEVI MAE MERO</u> Employee Signature over Printed Name</p>
---	---

*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)