



BIR Form No.
2316
September 2021(ENCS)

**Certificate of Compensation
Payment/Tax Withheld**
For Compensation Payment With or Without Tax Withheld



2316 9/21ENCS

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

<p>1 For the Year (YYYY) <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="2"/></p> <p style="text-align: center;">Part I - Employee Information</p> <p>3 TIN <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> - <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> - <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> - <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <input type="text" value="RED, MARIA LORLITA LUPAZ"/> 5 RDO Code <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="6"/></p> <p>6 Registered Address <input type="text" value="Brgy. Tagaytay Bato Leyte, Brgy. Tagaytay Bato, Leyte, Brgy. Tagaytay Bato, Leyte, Leyte, 6525"/> 6A ZIP Code <input type="text" value=""/></p> <p>6B Local Home Address <input type="text" value="Brgy. Tagaytay Bato Leyte, Brgy. Tagaytay Bato, Leyte, Brgy. Tagaytay Bato, Leyte, Leyte, 6525"/> 6C ZIP Code <input type="text" value=""/></p> <p>6D Foreign Address <input type="text" value=""/></p> <p>7 Date of Birth (MM/DD/YYYY) <input type="text" value="0"/> <input type="text" value="6"/> <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="9"/> <input type="text" value="8"/> 8 Contact Number <input type="text" value=""/></p> <p>9 Statutory Minimum Wage rate per day <input type="text" value=""/></p> <p>10 Statutory Minimum Wage rate per month <input type="text" value=""/></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 style="text-align: center;">Part II - Employer Information (Present)</p> <p>12 TIN <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="6"/> - <input type="text" value="9"/> <input type="text" value="3"/> <input type="text" value="4"/> - <input type="text" value="0"/> <input type="text" value="3"/> <input type="text" value="4"/> - <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></p> <p>13 Employer's Name <input type="text" value="COGNIZANT TECHNOLOGY SOLUTIONS PHILIPPINES INC."/></p> <p>14 Registered Address <input type="text" value="2F Science Hub Tower 4 Campus Avenue, McKinley Hills, Fort Bonifacio, Taguig City Philippines 1634"/> 14A ZIP Code <input type="text" value="1"/> <input type="text" value="6"/> <input type="text" value="3"/> <input type="text" value="4"/></p> <p>15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p style="text-align: center;">Part III - Employer Information (Previous)</p> <p>16 TIN <input type="text" value=""/></p> <p>17 Employer's Name <input type="text" value=""/></p> <p>18 Registered Address <input type="text" value=""/> 18A ZIP Code <input type="text" value=""/></p> <p style="text-align: center;">Part IVA - Summary</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td> <td style="width:30%; text-align: right;">106,880.05</td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td> <td style="text-align: right;">106,880.05</td> </tr> <tr> <td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>24 Tax Due</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>25 Amount of Taxes Withheld</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">25A Present Employer</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">25B Previous Employer, if applicable</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>27 5% Tax Credit (PERA Act of 2008)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>28 Total Taxes Withheld (Item 26 less Item 27)</td> <td style="text-align: right;">0.00</td> </tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	106,880.05	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	106,880.05	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	0.00	22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	0.00	24 Tax Due	0.00	25 Amount of Taxes Withheld	0.00	25A Present Employer	0.00	25B Previous Employer, if applicable	0.00	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	27 5% Tax Credit (PERA Act of 2008)	0.00	28 Total Taxes Withheld (Item 26 less Item 27)	0.00	<p>2 For the Period From (MM/DD) <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/> To (MM/DD) <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="1"/> <input type="text" value="8"/></p> <p style="text-align: center;">Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td> <td style="width:30%; text-align: right;">83,517.74</td> </tr> <tr> <td>30 Holiday Pay (MWE)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>31 Overtime Pay (MWE)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>32 Night Shift Differential (MWE)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>33 Hazard Pay (MWE)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td style="text-align: right;">4,740.30</td> </tr> <tr> <td>35 De Minimis Benefits</td> <td style="text-align: right;">13,734.87</td> </tr> <tr> <td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td style="text-align: right;">4,887.14</td> </tr> <tr> <td>37 Salaries and Other Forms of Compensation</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td> <td style="text-align: right;">106,880.05</td> </tr> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">39 Basic Salary</td> <td style="width:30%; text-align: right;">0.00</td> </tr> <tr> <td>40 Representation</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>41 Transportation</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>42 Cost of Living Allowance (COLA)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>43 Fixed Housing Allowance</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>44 Others (specify)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">44A <input type="text" value=""/></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">44B <input type="text" value=""/></td> <td style="text-align: right;">0.00</td> </tr> </table> <p style="text-align: center;">SUPPLEMENTARY</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">45 Commission</td> <td style="width:30%; text-align: right;">0.00</td> </tr> <tr> <td>46 Profit Sharing</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>47 Fees Including Director's Fees</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>48 Taxable 13th Month Benefits</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>49 Hazard Pay</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>50 Overtime Pay</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>51 Others (specify)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">51A Salaries and other form of compensation</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">51B <input type="text" value=""/></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td> <td style="text-align: right;">0.00</td> </tr> </table>	29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	83,517.74	30 Holiday Pay (MWE)	0.00	31 Overtime Pay (MWE)	0.00	32 Night Shift Differential (MWE)	0.00	33 Hazard Pay (MWE)	0.00	34 13th Month Pay and Other Benefits (maximum of P90,000)	4,740.30	35 De Minimis Benefits	13,734.87	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	4,887.14	37 Salaries and Other Forms of Compensation	0.00	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	106,880.05	39 Basic Salary	0.00	40 Representation	0.00	41 Transportation	0.00	42 Cost of Living Allowance (COLA)	0.00	43 Fixed Housing Allowance	0.00	44 Others (specify)	0.00	44A <input type="text" value=""/>	0.00	44B <input type="text" value=""/>	0.00	45 Commission	0.00	46 Profit Sharing	0.00	47 Fees Including Director's Fees	0.00	48 Taxable 13th Month Benefits	0.00	49 Hazard Pay	0.00	50 Overtime Pay	0.00	51 Others (specify)	0.00	51A Salaries and other form of compensation	0.00	51B <input type="text" value=""/>	0.00	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	0.00
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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>53 MANAGO, ANGELA SALVADOR Present Employer/Authorized Agent Signature over Printed Name</p> <p>CONFORME:</p> <p>54 <input type="text" value="RED, MARIA LORLITA LUPAZ"/> Employee Signature over Printed Name</p> <p>CTC/Valid ID No. <input type="text" value=""/> Place of Issue <input type="text" value=""/></p>	<p>Date Signed <input type="text" value=""/></p> <p>Date Signed <input type="text" value=""/></p> <p>Date Issued <input type="text" value=""/> Amount paid, if CTC <input type="text" value=""/></p>
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To be accomplished under substituted filing

<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>55 <input type="text" value=""/> 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>56 <input type="text" value=""/> Employee Signature over Printed Name</p>
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)