



For BIR BCS/
Use Only Item:

Certificate of Compensation Payment/Tax Withheld



BIR Form No.
2316
January 2018 (ENCS)

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) <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="1"/></p> <p align="center">Part I - Employee Information</p> <p>3 TIN <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="9"/> - <input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="2"/> - <input type="text" value="5"/> <input type="text" value="1"/> <input type="text" value="2"/> - <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="REBUYAS, ZYRA MAE DUCTO"/> 5 RDO Code <input type="text" value=""/></p> <p>6 Registered Address <input type="text" value="C/O SYKES ASIA, INC."/> 6A ZIP Code <input type="text" value=""/></p> <p>6B Local Home Address <input type="text" value="C/O SYKES ASIA, INC."/> 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="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="9"/> <input type="text" value="5"/> 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 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="5"/> - <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="7"/> - <input type="text" value="1"/> <input type="text" value="8"/> <input type="text" value="1"/> - <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="SYKES ASIA, INC."/></p> <p>14 Registered Address <input type="text" value="10th F, Glorietta Corporate Tower 1, Palm Drive, Ayala Center, Makati City, Philippines"/> 14A ZIP Code <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="2"/> <input type="text" value="4"/></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p 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 align="center">Part IVA - Summary</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50) <input type="text" value="311,249.68"/></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) <input type="text" value="311,249.68"/></p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50) <input type="text" value="0.00"/></p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable <input type="text" value="0.00"/></p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) <input type="text" value="0.00"/></p> <p>24 Tax Due <input type="text" value="0.00"/></p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer <input type="text" value="0.00"/></p> <p>25B Previous Employer, if applicable <input type="text" value="0.00"/></p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <input type="text" value="0.00"/></p>	<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="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="1"/></p> <p align="center">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%;">Amount</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 align="right">237,087.47</td> </tr> <tr> <td>28 Holiday Pay (MWE)</td> <td align="right">0.00</td> </tr> <tr> <td>29 Overtime Pay (MWE)</td> <td align="right">0.00</td> </tr> <tr> <td>30 Night Shift Differential (MWE)</td> <td align="right">0.00</td> </tr> <tr> <td>31 Hazard Pay (MWE)</td> <td align="right">0.00</td> </tr> <tr> <td>32 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td align="right">22,122.21</td> </tr> <tr> <td>33 De Minimis Benefits</td> <td align="right">35,000.00</td> </tr> <tr> <td>34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td align="right">17,040.00</td> </tr> <tr> <td>35 Salaries and Other Forms of Compensation</td> <td align="right">0.00</td> </tr> <tr> <td>36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)</td> <td align="right">311,249.68</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 align="right">0.00</td> </tr> <tr> <td>38 Representation</td> <td align="right">0.00</td> </tr> <tr> <td>39 Transportation</td> <td align="right">0.00</td> </tr> <tr> <td>40 Cost of Living Allowance (COLA)</td> <td align="right">0.00</td> </tr> <tr> <td>41 Fixed Housing Allowance</td> <td align="right">0.00</td> </tr> <tr> <td>42 Others (specify)</td> <td></td> </tr> <tr> <td>42A <input type="text" value=""/></td> <td align="right">0.00</td> </tr> <tr> <td>42B <input type="text" value=""/></td> <td align="right">0.00</td> </tr> <tr> <td align="center" colspan="2">SUPPLEMENTARY</td> </tr> <tr> <td>43 Commission</td> <td align="right">0.00</td> </tr> <tr> <td>44 Profit Sharing</td> <td align="right">0.00</td> </tr> <tr> <td>45 Fees Including Director's Fees</td> <td align="right">0.00</td> </tr> <tr> <td>46 Taxable 13th Month Benefits</td> <td align="right">0.00</td> </tr> <tr> <td>47 Hazard Pay</td> <td align="right">0.00</td> </tr> <tr> <td>48 Overtime Pay</td> <td align="right">0.00</td> </tr> <tr> <td>49 Others (specify)</td> <td></td> </tr> <tr> <td>49A Salaries and other form of compensation <input type="text" value=""/></td> <td align="right">0.00</td> </tr> <tr> <td>49B <input type="text" value=""/></td> <td align="right">0.00</td> </tr> <tr> <td>50 Total Taxable Compensation Income (Sum of Items 37 to 49B)</td> <td align="right">0.00</td> </tr> </tbody> </table>	Amount	Amount	27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	237,087.47	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)	22,122.21	33 De Minimis Benefits	35,000.00	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	17,040.00	35 Salaries and Other Forms of Compensation	0.00	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	311,249.68	37 Basic Salary	0.00	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 <input type="text" value=""/>	0.00	42B <input type="text" value=""/>	0.00	SUPPLEMENTARY		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 Salaries and other form of compensation <input type="text" value=""/>	0.00	49B <input type="text" value=""/>	0.00	50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	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>51 <u>VALDEZ, NOEL B.</u> Payroll Director Present Employer/Authorized Agent Signature over Printed Name</p> <p>52 <u>REBUYAS, ZYRA MAE DUCTO</u> 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="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="2"/></p> <p>Date Signed <input type="text" value=""/></p> <p>Date Issued <input type="text" value=""/></p> <p align="right">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>53 <u>VALDEZ, NOEL B.</u> Payroll Director 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>REBUYAS, ZYRA MAE DUCTO</u> Employee Signature over Printed Name</p>
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)