



BIR Form No. 2316 January 2018 (ENC5)

Certificate of Compensation Payment/Tax Withheld



For Compensation Payment With or Without Tax Withheld

2316 01/18ENC5

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

Main form body containing sections: Part I - Employee Information, Part II - Employer Information (Present), Part III - Employer Information (Previous), Part IV A - Summary, Part IV-B Details of Compensation Income & Tax Withheld from Present Employer. Includes fields for TIN, dates, addresses, and compensation amounts.

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.

Signature section containing fields for Present Employer/Authorized Agent Signature (51), Employee Signature (52), and Present Employer/Authorized Agent Signature (53). Includes fields for Date Signed, Date Issued, and Amount paid, if CTC.

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