



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".

Main form body containing sections: Part I - Employee Information, Part II - Employer Information (Present), Part III - Employer Information (Previous), Part IV - Details of Compensation Income & Tax Withheld from Present Employer, and Part IVA - Summary.

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 with fields for Present Employer/Authorized Agent Signature (51), Employee Signature (52), CTC/Valid ID No. of Employee, Place of Issue, Date Signed, Date Issued, and Amount paid, if CTC.

To be accomplished under substituted filing

Substituted filing section with declaration fields for Present Employer/Authorized Agent Signature (53) and Employee Signature (54).

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