

68 Local Home Address \_\_\_\_\_ 6C Zip Code \_\_\_\_\_

69 Foreign Address \_\_\_\_\_ 6E Zip Code \_\_\_\_\_

7 Date of Birth (MM/DD/YYYY) 12/13/1988 8 Telephone Number \_\_\_\_\_

9 Exemption Status  Single  Married

9A Is the wife claiming the additional exemption for qualified dependent children?  Yes  No

10 Name of Qualified Dependent Children \_\_\_\_\_ 11 Date of Birth (MM/DD/YYYY) \_\_\_\_\_

12 Statutory Minimum Wage rate per day \_\_\_\_\_ 12

13 Statutory Minimum Wage rate per month \_\_\_\_\_ 13

14  Minimum Wage Exemption for compensation is exempt from withholding tax and not subject for income tax

**Part I Employer Information (Present)**

15 Taxpayer Identification No. 235 392 137 0000

16 Employer's Name Xerox Business Services Philippines, Inc.

17 Registered Address 7th Floor Oneecom Bldg., Mall of Asia Complex, Pasay City 17A Zip Code 1300

Main Employer  Secondary Employer

**Part II Employer Information (Previous)**

18 Taxpayer Identification No. \_\_\_\_\_

19 Employer's Name \_\_\_\_\_

20 Registered Address \_\_\_\_\_ 20A Zip Code \_\_\_\_\_

**Part IV-A Summary**

21 Gross Compensation Income from Present Employer (Item 21 plus Item 22)	251,905.81
22 Less: Total Non-Taxable Exempt (Item 14)	61,854.65
23 Taxable Compensation Income from Present Employer (Item 21)	190,051.16
24 Add: Taxable Compensation Income from Previous Employer	0.00
25 Gross Taxable Compensation Income	190,051.16
26 Less: Total Exemptions	50,000.00
27 Less: Premium Paid on Health and/or Hospital Insurance (if applicable)	0.00
28 Net Taxable Compensation Income	140,051.16
29 Tax Due	22,512.79
30 Amount of Taxes Withheld	
30A Present Employer	22,512.79
30B Previous Employer	0.00
31 Total Amount of Taxes Withheld As adjusted	22,512.79

33 Holiday Pay (NWE)	33	0.00
34 Overtime Pay (NWE)	34	0.00
35 Night Shift Differential (NWE)	35	0.00
36 Hazard Pay (NWE)	36	0.00
37 13th Month Pay and Other Benefits	37	36,630.48
38 De Minimis Benefits	38	16,012.17
39 SSS, GSIS, PHIC & Pag-IBIG Contributions & Union Dues (Employee share only)	39	9,212.00
40 Salaries & Other Forms of Compensation	40	0.00
41 Total Non-Taxable Exempt Compensation Income	41	61,854.65
<b>2. TAXABLE COMPENSATION INCOME REGULAR</b>		
42 Basic Salary	42	155,627.22
43 Representation	43	0.00
44 Transportation	44	0.00
45 Cost of Living Allowance	45	0.00
46 Fixed Housing Allowance	46	0.00
47 Others (Specify)	47A	3,611.40
	47B	0.00
<b>SUPPLEMENTARY</b>		
48 Commission	48	0.00
49 Profit Sharing	49	0.00
50 Fees including Director's Fees	50	0.00
51 Taxable 13th Month Pay and Other Benefits	51	0.00
52 Hazard Pay	52	0.00
53 Overtime Pay	53	30,812.54
54 Others (Specify)	54A	0.00
	54B	0.00
55 Total Taxable Compensation Income	55	190,051.16

We declare, under the penalties of perjury, that this certificate has been made in good faith, verified by us, and to the best of 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.

56 Cecilia Dayao  
Present Employer/ Authorized Agent Signature Over Printed Name

CONFORME: 57 Mary Ann L. Amante  
Employee Signature Over Printed Name

CTC No. \_\_\_\_\_ Place of Issue \_\_\_\_\_

Date Signed \_\_\_\_\_ Date Signed \_\_\_\_\_ Date of Issue \_\_\_\_\_ Amount Paid \_\_\_\_\_

**To be accomplished under substituted filing**

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1604CF which has been filed with the Bureau of Internal Revenue.

58 Cecilia Dayao  
Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)

I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Returns (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. 1604CF 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 had been filed pursuant to the provisions of RR No. 3-2002, as amended.

59 Mary Ann L. Amante  
Employee Signature Over Printed Name