



BIR Form No. 2316

Certificate of Compensation Payment/Tax Withheld



September 2021 (ENCS)

For Compensation Payment With or Without Tax Withheld

2316 09/21ENCS

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-B 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.

Signature section for Present Employer/Authorized Agent (Edenrey Ramos) and Employee (Contado Sheila Mae Ollon), including fields for Date Signed, Date Issued, and Amount paid, if CTC.

Declaration section for substituted filing, including a signature from Edenrey Ramos and the employee's signature, Contado Sheila Mae Ollon.

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