



BIR Form No.  
**2316**  
September 2021(ENCS)

# Certificate of Compensation Payment/Tax Withheld



For Compensation Payment With or Without Tax Withheld

2316 9/21ENCS

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

<p><b>1</b> For the Year (YYYY) <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="4"/></p> <p style="text-align: center;"><b>Part I - Employee Information</b></p> <p><b>3</b> TIN <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"/> - <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"/> <input type="text" value="0"/></p> <p><b>4</b> Employee's Name (Last Name, First Name, Middle Name) <input type="text" value="EREDERA, YOLL YVETTE CANOY"/> <b>5</b> RDO Code <input type="text"/></p> <p><b>6</b> Registered Address <input type="text" value="A. Gabuy Street Brgy. Cogon Pardo Cebu City Cebu City"/> <b>6A</b> ZIP Code <input type="text"/></p> <p><b>6B</b> Local Home Address <input type="text" value="A. Gabuy Street Brgy. Cogon Pardo Cebu City Cebu City"/> <b>6C</b> ZIP Code <input type="text"/></p> <p><b>6D</b> Foreign Address <input type="text"/></p> <p><b>7</b> Date of Birth (MM/DD/YYYY) <input type="text" value="0"/> <input type="text" value="6"/> <input type="text" value="1"/> <input type="text" value="7"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="1"/> <b>8</b> Contact Number <input type="text"/></p> <p><b>9</b> Statutory Minimum Wage rate per day <input type="text"/></p> <p><b>10</b> Statutory Minimum Wage rate per month <input type="text"/></p> <p><b>11</b> <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p style="text-align: center;"><b>Part II - Employer Information (Present)</b></p> <p><b>12</b> 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><b>13</b> Employer's Name <input type="text" value="FOUNDEVER ASIA, INC."/></p> <p><b>14</b> Registered Address <input type="text" value="10th F. Glorietta Corporate Tower 1, Palm Drive, Ayala Center, Makati City, Philippines"/> <b>14A</b> ZIP Code <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="2"/> <input type="text" value="4"/></p> <p><b>15</b> Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p style="text-align: center;"><b>Part III - Employer Information (Previous)</b></p> <p><b>16</b> TIN <input type="text"/></p> <p><b>17</b> Employer's Name <input type="text"/></p> <p><b>18</b> Registered Address <input type="text"/> <b>18A</b> ZIP Code <input type="text"/></p> <p style="text-align: center;"><b>Part IVA - Summary</b></p> <table style="width:100%;"> <tr><td><b>19</b> Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td><td style="text-align: right;">60,496.42</td></tr> <tr><td><b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td><td style="text-align: right;">60,496.42</td></tr> <tr><td><b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>24</b> Tax Due</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>25</b> Amount of Taxes Withheld</td><td style="text-align: right;">0.00</td></tr> <tr><td>  <b>25A</b> Present Employer</td><td style="text-align: right;">0.00</td></tr> <tr><td>  <b>25B</b> Previous Employer, if applicable</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>27</b> 5% Tax Credit (PERA Act of 2008)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>28</b> Total Taxes Withheld (Sum of Items 26 and 27)</td><td style="text-align: right;">0.00</td></tr> </table>	<b>19</b> Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	60,496.42	<b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	60,496.42	<b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	0.00	<b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	<b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)	0.00	<b>24</b> Tax Due	0.00	<b>25</b> Amount of Taxes Withheld	0.00	<b>25A</b> Present Employer	0.00	<b>25B</b> Previous Employer, if applicable	0.00	<b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	<b>27</b> 5% Tax Credit (PERA Act of 2008)	0.00	<b>28</b> Total Taxes Withheld (Sum of Items 26 and 27)	0.00	<p><b>2</b> For the Period From (MM/DD) <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="9"/> To (MM/DD) <input type="text" value="0"/> <input type="text" value="5"/> <input type="text" value="1"/> <input type="text" value="4"/></p> <p style="text-align: center;"><b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b></p> <table style="width:100%;"> <thead> <tr> <th style="text-align: left;">A. 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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.

<b>53</b> <u>PORTULA, RONALD PONFERRADA / Director TT - Tax Compliance</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="4"/>
<b>54</b> <u>EREDERA, YOLL YVETTE CANOY</u> Employee Signature over Printed Name	Date Signed <input type="text"/>
CTC/Valid ID No. <input type="text"/> Place of Issue <input type="text"/>	Date Issued <input type="text"/> Amount paid, if CTC <input type="text"/>

**To be accomplished under substituted filing**

<b>55</b> _____ 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 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.
	<b>56</b> _____ Employee Signature over Printed Name

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