



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".

1 For the Year (YYYY) 2 0 2 4

2 For the Period From (MM/DD) 0 2 2 6 To (MM/DD) 0 8 0 7

Part I - Employee Information: 3 TIN, 4 Employee's Name, 5 RDO Code, 6 Registered Address, 6A ZIP Code, 6B Local Home Address, 6C ZIP Code, 6D Foreign Address, 7 Date of Birth, 8 Contact Number, 9 Statutory Minimum Wage rate per day, 10 Statutory Minimum Wage rate per month, 11 Minimum Wage Earner (MWE)...

Part IV-B Details of Compensation Income & Tax Withheld from Present Employer: A. NON-TAXABLE/EXEMPT COMPENSATION INCOME: 29 Basic Salary, 30 Holiday Pay, 31 Overtime Pay, 32 Night Shift Differential, 33 Hazard Pay, 34 13th Month Pay and Other Benefits, 35 De Minimis Benefits, 36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues, 37 Salaries and Other forms of Compensation, 38 Total Non-Taxable/Exempt Compensation Income.

Part II - Employer Information (Present): 12 TIN, 13 Employer's Name, 14 Registered Address, 14A ZIP Code, 15 Type of Employer (Main/Secondary).

B. TAXABLE COMPENSATION INCOME REGULAR: 39 Basic Salary, 40 Representation, 41 Transportation, 42 Cost of Living Allowance (COLA), 43 Fixed Housing Allowance, 44 Others (specify) 44A, 44B.

Part III - Employer Information (Previous): 16 TIN, 17 Employer's Name, 18 Registered Address, 18A ZIP Code.

SUPPLEMENTARY: 45 Commission, 46 Profit Sharing, 47 Fees Including Director's fee, 48 Taxable 13th Month Benefits, 49 Hazard Pay, 50 Overtime Pay, 51 Others (specify) 51 A, 51 B, 52 Total Taxable Compensation Income.

Part IVA - Summary: 19 Gross Compensation Income from Present Employer, 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer, 21 Taxable Compensation Income from Present Employer, 22 Add: Taxable Compensation Income from previous Employer, 23 Gross Taxable Compensation Income, 24 Tax Due, 25 Amount of Taxes Withheld, 25A Present Employer, 25B Previous Employer, 26 Total Amount of Taxes Withheld as adjusted, 27 5% of Tax Credit (PERA Act of 2008), 28 Total Taxes Withheld.

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.

53 Sheryll T. Bautista Present Employer/Authorized Agent Signature over Printed Name
54 Ditche, Felixci Francis Employee Signature over Printed Name
CTC/Valid ID No. of Employee 0636685734 Place of Issue

Date Signed 0 8 3 0 2 0 2 4
Date Signed
Date Issued
Amount Paid, if CTC

To be accomplished under substituted filing

I declare, under the penalties of perjury that the information herein stated are reported under BIR Form No. 1604-C which has been filed with the Bureau of Internal Revenue.
55 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.
56 Employee Signature over Printed Name

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