

For BIR BCS/
Use Only Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. 2316 September 2021 (ENC8)	Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld	 2316 921ENC8
---	--	------------------

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

1 For the Year (YYYY) 2024	2 For the Period From (MM/DD) 01/01	To (MM/DD) 01/20
Part I - Employee Information		
3 TIN 337-436-913	4 Employee's Name (Last Name, First Name, Middle Name) GENIO, RICZELLYN GERALDEZ	
5 RDO Code	6 Registered Address PUROK ATIS 2, BRGY INOBUHAN	
6A ZIP Code	6B Local Home Address PUROK ATIS 2, BRGY INOBUHAN	
6C ZIP Code	6D Foreign Address	
7 Date of Birth (MM/DD/YYYY) 01/09/1999	8 Contact Number	
9 Statutory Minimum Wage rate per day 0.00	10 Statutory Minimum Wage rate per month 0.00	
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax		
Part II - Employer Information (Present)		
12 TIN 242049924	13 Employer's Name IONOS PHILIPPINES, INC.	
14 Registered Address 15TH AND 16TH R 13 BUILDING IT PARK LAHUG	14A ZIP Code 6000	
15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		
Part III - Employer Information (Previous)		
16 TIN	17 Employer's Name	
18 Registered Address	18A ZIP Code	
Part IVA - Summary		
19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	43,193.79	
20 Less - Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	41,553.07	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	1,640.72	
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	1,640.72	
24 Tax Due	0.00	
25 Amount of Taxes Withheld	0.00	
25A Present Employer	0.00	
25B Previous Employer, if applicable	0.00	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	
27 5% Tax Credit (PERA Act of 2008)	0.00	
28 Total Taxes Withheld (Sum of Items 26 and 27)	0.00	

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 <u>JESSICA HASSAN</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed <input type="text"/>
54 <u>RICZELLYN GENIO</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 Signed <input type="text"/> Amount Paid, if CTC <input type="text"/>

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 <u>JESSICA HASSAN</u> 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 receive 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 <u>RICZELLYN GENIO</u> Employee Signature over Printed Name
---	---

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