



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>1 For the Year (YYYY) <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="3"/></p> <p>3 TIN <input type="text" value="3"/> <input type="text" value="2"/> <input type="text" value="1"/> - <input type="text" value="6"/> <input type="text" value="8"/> <input type="text" value="5"/> - <input type="text" value="9"/> <input type="text" value="9"/> <input type="text" value="5"/> - <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <input type="text" value="Bahinting, Jaykee"/> 5 RDO Code <input type="text"/></p> <p>6 Registered Address <input type="text"/> 6A ZIP Code <input type="text"/></p> <p>6B Local Home Address <input type="text"/> 6C ZIP Code <input type="text"/></p> <p>6D Foreign Address <input type="text"/></p> <p>7 Date of Birth (MM/DD/YYYY) <input type="text" value="0"/> <input type="text" value="7"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="8"/> <input type="text" value="9"/> 8 Contact Number <input type="text"/></p> <p>9 Statutory Minimum Wage rate per day <input type="text" value="0.00"/></p> <p>10 Statutory Minimum Wage rate per month <input type="text" value="0.00"/></p> <p>11 <input checked="" type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax.</p> <p>12 TIN <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="1"/> - <input type="text" value="7"/> <input type="text" value="1"/> <input type="text" value="3"/> - <input type="text" value="9"/> <input type="text" value="9"/> <input type="text" value="7"/> - <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/></p> <p>13 Employer's Name <input type="text" value="Citigroup Business Process Solutions Pte. Ltd. Philippines"/></p> <p>14 Registered Address <input type="text" value="15 FLOOR W NORTH 34TH ST. BONIFACIO GLOBAL CITY TAGUIG CITY"/> 14A ZIP Code <input type="text"/></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>16 TIN <input type="text"/></p> <p>17 Employer's Name <input type="text"/></p> <p>18 Registered Address <input type="text"/> 18A ZIP Code <input type="text"/></p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 36 and 52) <input type="text" value="30,803.98"/></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) <input type="text" value="30,803.98"/></p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) <input type="text" value="0.00"/></p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable <input type="text" value="0.00"/></p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) <input type="text" value="0.00"/></p> <p>24 Tax Due <input type="text" value="0.00"/></p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer <input type="text" value="0.00"/></p> <p>25B Previous Employer, if applicable <input type="text" value="0.00"/></p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <input type="text" value="0.00"/></p> <p>27 5% Tax Credit (PERA Act of 2008) <input type="text" value="0.00"/></p> <p>28 Total Taxes Withheld (Item 26 less Item 27) <input type="text" value="0.00"/></p>	<p>2 For the Period From (MM/DD) <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/> To (MM/DD) <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="1"/> <input type="text" value="9"/></p> <p>Part I - Employee Information</p> <p>Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td> <td>9,263.08</td> </tr> <tr> <td>30</td> <td>Holiday Pay (MWE)</td> <td>0.00</td> </tr> <tr> <td>31</td> <td>Overtime Pay (MWE)</td> <td>0.00</td> </tr> <tr> <td>32</td> <td>Night Shift Differential (MWE)</td> <td>0.00</td> </tr> <tr> <td>33</td> <td>Hazard Pay (MWE)</td> <td>0.00</td> </tr> <tr> <td>34</td> <td>13th Month Pay and Other Benefits (maximum of P90,000)</td> <td>3,138.67</td> </tr> <tr> <td>35</td> <td>De Minimis Benefits</td> <td>11,623.46</td> </tr> <tr> <td>36</td> <td>SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td>4,887.60</td> </tr> <tr> <td>37</td> <td>Salaries and Other Forms of Compensation</td> <td>1,891.17</td> </tr> <tr> <td>38</td> <td>Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td> <td>30,803.98</td> </tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>39</td> <td>Basic Salary</td> <td>0.00</td> </tr> <tr> <td>40</td> <td>Representation</td> <td>0.00</td> </tr> <tr> <td>41</td> <td>Transportation</td> <td>0.00</td> </tr> <tr> <td>42</td> <td>Cost of Living Allowance (COLA)</td> <td>0.00</td> </tr> <tr> <td>43</td> <td>Fixed Housing Allowance</td> <td>0.00</td> </tr> <tr> <td>44</td> <td>Others (specify)</td> <td></td> </tr> <tr> <td>44A</td> <td>Other Taxable Income</td> <td></td> </tr> <tr> <td>44B</td> <td>Other Taxable Income</td> <td></td> </tr> </tbody> </table> <p>SUPPLEMENTARY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>45</td> <td>Commission</td> <td>0.00</td> </tr> <tr> <td>46</td> <td>Profit Sharing</td> <td>0.00</td> </tr> <tr> <td>47</td> <td>Fees Including Director's Fees</td> <td>0.00</td> </tr> <tr> <td>48</td> <td>Taxable 13th Month Benefits</td> <td>0.00</td> </tr> <tr> <td>49</td> <td>Hazard Pay</td> <td>0.00</td> </tr> <tr> <td>50</td> <td>Overtime Pay</td> <td>0.00</td> </tr> <tr> <td>51</td> <td>Others (specify)</td> <td></td> </tr> <tr> <td>51A</td> <td>Other Taxable Income</td> <td>0.00</td> </tr> <tr> <td>51B</td> <td></td> <td></td> </tr> <tr> <td>52</td> <td>Total Taxable Compensation Income (Sum of Items 39 to 51B)</td> <td>0.00</td> </tr> </tbody> </table>	Item	Description	Amount	29	Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	9,263.08	30	Holiday Pay (MWE)	0.00	31	Overtime Pay (MWE)	0.00	32	Night Shift Differential (MWE)	0.00	33	Hazard Pay (MWE)	0.00	34	13th Month Pay and Other Benefits (maximum of P90,000)	3,138.67	35	De Minimis Benefits	11,623.46	36	SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	4,887.60	37	Salaries and Other Forms of Compensation	1,891.17	38	Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	30,803.98	39	Basic Salary	0.00	40	Representation	0.00	41	Transportation	0.00	42	Cost of Living Allowance (COLA)	0.00	43	Fixed Housing Allowance	0.00	44	Others (specify)		44A	Other Taxable Income		44B	Other Taxable Income		45	Commission	0.00	46	Profit Sharing	0.00	47	Fees Including Director's Fees	0.00	48	Taxable 13th Month Benefits	0.00	49	Hazard Pay	0.00	50	Overtime Pay	0.00	51	Others (specify)		51A	Other Taxable Income	0.00	51B			52	Total Taxable Compensation Income (Sum of Items 39 to 51B)	0.00
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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.

53 BEEJAY RODRIGUEZ MALGAPO
Present Employer/Authorized Agent Signature over Printed Name

Date Signed

54 Jaykee Bahinting
Employee Signature over Printed Name

Date Signed

CTC/Valid ID No. of Employee Place of Issue 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 BEEJAY RODRIGUEZ MALGAPO
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 Jaykee Bahinting
Employee Signature over Printed Name