



BIR Form No. 2316

Certificate of Compensation Payment/Tax Withheld



September 2021 (ENCS)

For Compensation Payment With or Without Tax Withheld

2316 9/21ENCS

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, Part III - Employer Information (Previous), Part IV-A - Summary, Part IV-B Details of Compensation Income & Tax Withheld from Present Employer. Includes fields for TIN, Name, Address, Date of Birth, Compensation amounts, and Tax 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.

Signature section for Present Employer/Authorized Agent (Edenrey Ramos) and Employee (Edoloverio Grezan Marie). Includes fields for Date Signed, Date Issued, and Amount paid, if CTC.

Declaration section for substituted filing. Includes fields for Present Employer/Authorized Agent Signature (Edenrey Ramos) and Employee Signature (Edoloverio Grezan Marie).

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