



BR Form No. 2316
Use Only Form



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

**Certificate of Compensation
Payment/Tax Withheld**



For Compensation Payment With or Without Tax Withheld

2025 For the Year (YYYY) 0101 For the Period (From - Month) 0101 To (Month)

Part I - Employee Information

Part IV-B Details of Compensation Income & Tax Withheld from Present Employer

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

29 Basic Salary (including the exempt P250.000 below or the Statutory Minimum Wage of the MWE)

30 Holiday Pay (MWE)

31 Overtime Pay (MWE)

32 Night Shift Differential (MWE)

33 Hazard Pay (MWE)

34 13th Month Pay and Other Benefits (Maximum of P60,000)

35 De Minimis Benefits

36 SSS, GSIS, PHC & PAG-IBIG Contributions and Union Dues (Employee share only)

37 Salaries and Other Forms of Compensation

38 Total Non-Taxable/Exempt Compensation Income (Sum of items 29 to 37)

B. TAXABLE COMPENSATION INCOME REGULAR

39 Basic Salary

40 Representation

41 Transportation

42 Cost of Living Allowance (COLA)

43 Fixed Housing Allowance

44 Other (Specify):

44A

44B

SUPPLEMENTARY

45 Commission

46 Profit Sharing

47 Fees Including Director's Fees

48 Taxable 13th Month Benefits

49 Hazard Pay

50 Overtime Pay

51 Other (Specify):

51A OTHER TAXABLE INCOME

51B

52 Total Taxable Compensation Income (Sum of items 39 to 51B)

19 Gross Compensation Income from Present Employer (Sum of items 39 and 52)

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (from item 38)

21 Taxable Compensation Income from Present Employer (Sum of items 39 and 52 minus item 38)

22 Add: Taxable Compensation Income from Previous Employer, if applicable

23 Gross Taxable Compensation Income (Sum of items 21 and 22)

24 Tax Due

25 Amount of Taxes Withheld

25A Present Employer

25B Previous Employer, if applicable

26 Total Amount of Taxes Withheld as adjusted (Sum of items 25A and 25B)

27 3% Tax Credit (IPRA Act of 2008)

28 Total Taxes Withheld (Sum of items 26 and 27)

33 EDENREY RAMOS Present Employer/Authorized Agent Signature over Printed Name

CONFORME: Hinampas Mark Clenth Date Signed

34 Fanuga 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. 1624-C, which has been filed with the Bureau of Internal Revenue.

I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700, 2024) if received purely compensation income from only one employer in the Philippines for the calendar year that I have been completely withheld by my employer that has equal pay withheld, that the BIR Form No. 1624-C filed by my employer to the BIR shall constitute as my income tax return, and that BIR Form No. 1624-C shall serve the same purpose as ITR filing. (This Declaration shall govern in the processing of Revenue Regulations 163-10, 2010)

35 EDENREY RAMOS Present Employer/Authorized Agent Signatures over Printed Name (Head of Accounting/Human Resource or Authorized Representative)

36 Fanuga Employee Signatures over Printed Name

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