



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"

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| <p>1 For the year (YYYY) 2 0 2 4</p> <p style="text-align:center">Part I - Employee Information</p> <p>3 TIN 5 5 5 - 5 5 7 - 7 7 7 - 0 0 0</p> <p>4 Employee's Name (Last Name, First Name, Middle Name) 5 RDO Code Ornopia, Marie Angelique, Ortega 0 4 1</p> <p>6 Registered Address 6A Zip Code Block 44, Minglanilla, Cebu 6 0 4 6</p> <p>6B Local Home Address 6C Zip Code Block 44, Minglanilla, Cebu 6 0 4 6</p> <p>6D Foreign Address</p> <p>7 Date of Birth (MM/DD/YYYY) 8 Contact Number 0 8 2 1 1 9 9 5</p> <p>9 Statutory Minimum Wage rate per day</p> <p>10 Statutory Minimum Wage rate per month</p> <p>11 <input type="checkbox"/> Minimum Wage Earner(MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p style="text-align:center">Part II - Employer Information (Present)</p> <p>12 TIN 0 1 0 - 2 3 8 - 0 4 3 - 0 0 0</p> <p>13 Employer's Name INTEGRATED CALL CENTER SOLUTIONS(PHILIPPINES), INC</p> <p>14 Registered Address 14A Zip Code 183 EDSA corner Ortigas Ave., Wack Wack, Mandaluyong 1 5 5 5</p> <p>15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p style="text-align:center">Part III - Employer Information (Previous)</p> <p>16 TIN</p> <p>17 Employer's Name</p> <p>18 Registered Address 18A Zip Code</p> <p style="text-align:center">Part IVA - Summary</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td> <td style="width:30%; text-align:right">261,025.89</td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td> <td style="text-align:right">68,992.47</td> </tr> <tr> <td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)</td> <td style="text-align:right">192,033.42</td> </tr> <tr> <td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td> <td style="text-align:right">0.00</td> </tr> <tr> <td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td> <td style="text-align:right">192,033.42</td> </tr> <tr> <td>24 Tax Due</td> <td style="text-align:right">0.00</td> </tr> <tr> <td>25 Amount of Taxes Withheld</td> <td style="text-align:right">0.00</td> </tr> <tr> <td>25A Present Employer</td> <td style="text-align:right">0.00</td> </tr> <tr> <td>25B Previous Employer, if applicable</td> <td style="text-align:right">0.00</td> </tr> <tr> <td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td> <td style="text-align:right">0.00</td> </tr> <tr> <td>27 5% Tax Credit (PERA Act of 2008)</td> <td style="text-align:right">0.00</td> </tr> <tr> <td>28 Total Taxes Withheld (Sum of Items 26 and 27)</td> <td style="text-align:right">0.00</td> </tr> </table> | 19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) | 261,025.89 | 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) | 68,992.47 | 21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) | 192,033.42 | 22 Add: Taxable Compensation Income from Previous Employer, if applicable | 0.00 | 23 Gross Taxable Compensation Income (Sum of Items 21 and 22) | 192,033.42 | 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 | <p>2 For the Period From (MM/DD) 0 8 2 1 To (MM/DD) 1 0 1 4</p> <p style="text-align:center">Part IV-B Details of Compensation Income and Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount</p> <p>29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE) 0.00</p> <p>30 Holiday Pay (MWE) 0.00</p> <p>31 Overtime Pay (MWE) 0.00</p> <p>32 Night Shift Differential (MWE) 0.00</p> <p>33 Hazard Pay (MWE) 0.00</p> <p>34 13th Month Pay and Other Benefits (maximum of P90,000) 37,589.17</p> <p>35 De Minimis Benefits 0.00</p> <p>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 16,261.01</p> <p>37 Salaries and Other Forms of Compensation 15,142.29</p> <p>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 68,992.47</p> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <p>39 Basic Salary 192,131.50</p> <p>40 Representation 0.00</p> <p>41 Transportation 0.00</p> <p>42 Cost of Living Allowance (COLA) 0.00</p> <p>43 Fixed Housing Allowance 0.00</p> <p>44 Others (Specify)</p> <p>44A 0.00</p> <p>44B 0.00</p> <p style="text-align:center">SUPPLEMENTARY</p> <p>45 Commission 0.00</p> <p>46 Profit Sharing 0.00</p> <p>47 Fees Including Director's Fees 0.00</p> <p>48 Taxable 13th Month Benefits 0.00</p> <p>49 Hazard Pay 0.00</p> <p>50 Overtime Pay 0.00</p> <p>51 Others (Specify)</p> <p>51A -98.08</p> <p>51B 0.00</p> <p>52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 192,033.42</p> |
| 19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) | 261,025.89 | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) | 68,992.47 | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) | 192,033.42 | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 Add: Taxable Compensation Income from Previous Employer, if applicable | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 Gross Taxable Compensation Income (Sum of Items 21 and 22) | 192,033.42 | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | |

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.

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| <p>53 <u>UBIAS, BENCY CLARCK JOHNSON</u> Present Employer/ Authorized Agent Signature over Printed Name</p> <p>CONFORME:</p> <p>54 <u>Ornopia, Marie Angelique, Ortega</u> Employee Signature over Printed Name</p> <p>CTC/Valid ID No. Place of of Employee issue</p> | <p>Date Signed 1 1 2 9 2 0 2 4</p> <p>Date Signed </p> <p>Date of Issue </p> <p style="text-align:right">Amount Paid, if CTC </p> |
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To be accomplished under substituted filing

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| <p>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.</p> <p>55 <u>UBIAS, BENCY CLARCK JOHNSON</u> Present Employer/ Authorized Agent Signature over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)</p> | <p>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 the employer (due equals tax withheld); that the BIR Form No. 1604-C filed by my employer constitute as my income tax return; and that BIR Form No. 2316 filed by my employer constitute as if BIR Form No. 1700 had been filed pursuant to the provisions of the Revenue Regulations (RR) No. 3-2002, as amended.</p> <p>56 <u>Ornopia, Marie Angelique, Ortega</u> Employee Signature over Printed Name</p> |
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)