

For BIR BCS/  
Use Only Item:



Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

BIR Form No.  
**2316**

January 2018 (ENCS)

**Certificate of Compensation  
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316 01/18ENCS

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

|   |  |  |  |
|---|--|--|--|
| 1 For the Year (YYYY) <b>2 0 2 2</b>  |  | 2 For the Period From (MMDD) <b>0 1 0 1</b> To (MMDD) <b>0 3 0 4</b>                             |  |
| <b>Part I - Employee Information</b>  |  | <b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b>         |  |
| 3 TIN <b>3 9 8 - 4 4 2 - 7 1 1 -</b>  |  | <b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b>   |  |
| 4 Employee's Name (Last Name, First Name, Middle Name)<br>Garciano Clarence Gealon  |  | 5 RDO Code   |  |
| 6 Registered Address<br>1234 PC Hills, Apas,  |  | 6A ZIP Code<br>6000  |  |
| 6B Local Home Address   |  | 6C ZIP Code  |  |
| 6D Foreign Address  |  | 27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE |  |
| 7 Date of Birth (MMDD/YYYY)<br>0 5 3 0 1 9 9 8  |  | 28 Holiday Pay (MWE)   |  |
| 8 Contact Number  |  | 29 Overtime Pay (MWE)  |  |
| 9 Statutory Minimum Wage rate per day   |  | 30 Night Shift Differential (MWE)  |  |
| 10 Statutory Minimum Wage rate per month  |  | 31 Hazard Pay (MWE)  |  |
| 11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax |  | 32 13th Month Pay and Other Benefits (maximum of P90,000)<br>1,441.28                            |  |
| <b>Part II - Employer Information (Present)</b>   |  | 33 De Minimis Benefits   |  |
| 12 TIN <b>0 0 9 - 8 1 9 - 8 0 2 - 0 0 0</b>   |  | 34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)<br>1,640.00     |  |
| 13 Employer's Name<br>Kuehne + Nagel Shared Service Center Inc.,  |  | 35 Salaries and Other Forms of Compensation  |  |
| 14 Registered Address<br>7th Floor Tech Tower Bldg Sunilom Cor. Camiguin Road Cebu City   |  | 36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)<br>3,081.28              |  |
| 14A ZIP Code<br>6000  |  | <b>B. TAXABLE COMPENSATION INCOME REGULAR</b>  |  |
| 15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer                                |  | 37 Basic Salary<br>15,655.41   |  |
| <b>Part III - Employer Information (Previous)</b>   |  | 38 Representation  |  |
| 16 TIN  |  | 39 Transportation  |  |
| 17 Employer's Name  |  | 40 Cost of Living Allowance (COLA)   |  |
| 18 Registered Address   |  | 41 Fixed Housing Allowance   |  |
| 18A ZIP Code  |  | 42 Others (specify)  |  |
| <b>Part IVA - Summary</b>   |  | 42A  |  |
| 19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)<br>20,486.54  |  | 42B  |  |
| 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)<br>3,081.28                                |  | <b>SUPPLEMENTARY</b>   |  |
| 21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)<br>17,405.26                               |  | 43 Commission  |  |
| 22 Add: Taxable Compensation Income from Previous Employer, if applicable   |  | 44 Profit Sharing  |  |
| 23 Gross Taxable Compensation Income (Sum of Items 21 and 22)<br>17,405.26  |  | 45 Fees including Director's Fees  |  |
| 24 Tax Due<br>0.00  |  | 46 Taxable 13th Month Benefits   |  |
| 25 Amount of Taxes Withheld   |  | 47 Hazard Pay  |  |
| 25A Present Employer<br>0.00  |  | 48 Overtime Pay<br>1,749.85  |  |
| 25B Previous Employer, if applicable  |  | 49 Others (specify)  |  |
| 26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)<br>0.00  |  | 49A  |  |
|   |  | 49B  |  |
|   |  | 50 Total Taxable Compensation Income (Sum of Items 37 to 48B)<br>17,405.26                       |  |

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.

51 KADAMBINI GUPTA Present Employer/Authorized Agent Signature over Printed Name Date Signed \_\_\_\_\_

CONFORME: 52 CLARENCE GARCIANO Employee Signature over Printed Name Date Signed \_\_\_\_\_

CTC/Valid ID No. \_\_\_\_\_ Place of Issue \_\_\_\_\_ Date Signed \_\_\_\_\_ Amount paid, if CTC \_\_\_\_\_

To be accomplished under substituted filing

I declare, under the penalties of perjury that the information herein stated are copied under BIR Form No. 1604-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. 1707), since I received only compensation income from only one employer in the Philippines