



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) <u>2 0 2 1</u></p> <p>2 For the Period From (MM/DD) <u>0 7 2 1</u> To (MM/DD) <u>1 0 0 7</u></p> <p>3 TIN <u>6 5 7 - 7 3 9 - 7 8 6 -</u></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <u>Arsua, Joseph Jr. Lagnas</u></p> <p>5 RDO Code <u>1 2 6</u></p> <p>6 Registered Address _____</p> <p>6A ZIP Code _____</p> <p>6B Local Home Address <u>Sitio Mohon 2, Baniad Ceb</u></p> <p>6C ZIP Code <u>N/A</u></p> <p>6D Foreign Address <u>Cebu</u></p> <p>7 Date of Birth (MM/DD/YYYY) <u>0 1 0 4 1 9 9 8</u></p> <p>8 Contact Number <u>9 0 5 0 4 9 8 1 9 5</u></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>12 TIN <u>4 0 2 - 0 5 1 - 1 2 9 - 0 0 0</u></p> <p>13 Employer's Name <u>TeleTech Offshore Investments BV</u> <u>d/b/a TTEC Customer Care Mgt Phils. Branch</u></p> <p>14 Registered Address <u>FiveEcom 10F Harbor Dr</u> <u>MOA Pasay City Metro Manila 1300</u></p> <p>14A ZIP Code <u>1 3 0 0</u></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>16 TIN _____</p> <p>17 Employer's Name _____</p> <p>18 Registered Address _____</p> <p>18A ZIP Code _____</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) <u>52,775.71</u></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) <u>11,078.59</u></p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) <u>41,697.12</u></p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable <u>0.00</u></p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) <u>41,697.12</u></p> <p>24 Tax Due <u>0.00</u></p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer <u>0.00</u></p> <p>25B Previous Employer, if applicable <u>0.00</u></p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) <u>0.00</u></p> <p>27 5% Tax Credit (PERA Act of 2008) <u>0.00</u></p> <p>28 Total Taxes Withheld (Sum of Items 26 and 27) <u>0.00</u></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>Amount</th> </tr> </thead> <tbody> <tr><td>29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)</td><td></td></tr> <tr><td>30 Holiday Pay (MWE)</td><td></td></tr> <tr><td>31 Overtime Pay (MWE)</td><td></td></tr> <tr><td>32 Night Shift Differential (MWE)</td><td></td></tr> <tr><td>33 Hazard Pay (MWE)</td><td></td></tr> <tr><td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td><td><u>2,830.60</u></td></tr> <tr><td>35 De Minimis Benefits</td><td><u>4,897.99</u></td></tr> <tr><td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td><u>3,350.00</u></td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td><u>0.00</u></td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td><u>11,078.59</u></td></tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>39 Basic Salary</td><td><u>19,564.94</u></td></tr> <tr><td>40 Representation</td><td></td></tr> <tr><td>41 Transportation</td><td><u>1,632.66</u></td></tr> <tr><td>42 Cost of Living Allowance (COLA)</td><td><u>0.00</u></td></tr> <tr><td>43 Fixed Housing Allowance</td><td></td></tr> <tr><td>44 Others (specify)</td><td></td></tr> <tr><td>44A _____</td><td></td></tr> <tr><td>44B _____</td><td></td></tr> <tr><td>45 Commission</td><td></td></tr> <tr><td>46 Profit Sharing</td><td></td></tr> <tr><td>47 Fees Including Director's Fees</td><td></td></tr> <tr><td>48 Taxable 13th Month Benefits</td><td><u>0.00</u></td></tr> <tr><td>49 Hazard Pay</td><td></td></tr> <tr><td>50 Overtime Pay</td><td><u>5,315.24</u></td></tr> <tr><td>51 Others (specify)</td><td></td></tr> <tr><td>51A <u>CO. Incentives</u></td><td><u>15,184.28</u></td></tr> <tr><td>51B _____</td><td></td></tr> <tr><td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td><td><u>41,697.12</u></td></tr> </tbody> </table>	Item	Amount	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 P90,000)	<u>2,830.60</u>	35 De Minimis Benefits	<u>4,897.99</u>	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	<u>3,350.00</u>	37 Salaries and Other Forms of Compensation	<u>0.00</u>	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	<u>11,078.59</u>	Item	Amount	39 Basic Salary	<u>19,564.94</u>	40 Representation		41 Transportation	<u>1,632.66</u>	42 Cost of Living Allowance (COLA)	<u>0.00</u>	43 Fixed Housing Allowance		44 Others (specify)		44A _____		44B _____		45 Commission		46 Profit Sharing		47 Fees Including Director's Fees		48 Taxable 13th Month Benefits	<u>0.00</u>	49 Hazard Pay		50 Overtime Pay	<u>5,315.24</u>	51 Others (specify)		51A <u>CO. 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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.

<p>53 <u>Ching, Emiliano Sanchez/</u> <u>[Signature]</u> Present Employer/Authorized Agent Signature over Printed Name</p> <p>54 <u>Arsua, Joseph Jr. Lagnas</u> Employee Signature over Printed Name</p> <p>CTC/Valid ID No. of Employee _____ Place of Issue _____</p>	<p>Date Signed <u>1 1 1 5 2 0 2 1</u></p> <p>Date Signed _____</p> <p>Date Issued _____</p> <p>Amount paid, if CTC _____</p>
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<p>55 <u>Ching, Emiliano Sanchez/</u> <u>[Signature]</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</p>	<p>56 <u>Arsua, Joseph Jr. Lagnas</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)