

For BIR Use Only BCS/ Item:



Republic of the Philippines Department of Finance Bureau of Internal Revenue

2316

September 2021 (ENCS)

Certificate of Compensation Payment/Tax Withheld



For Compensation Payment With or Without Tax Withheld

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 (Present), Part III - Employer Information (Previous), Part IV A - Summary, Part IV B - Details of Compensation Income & Tax Withheld from Present Employer.

Signature section with fields for Present Employer/Authorized Agent Signature (53), Employee Signature (54), Date Signed, Date Issued, and Amount paid, if CTC.

Declaration section with fields for Present Employer/Authorized Agent Signature (55) and Employee Signature (56), including a declaration of sole employer status.