



BIR Form No. <b>2316</b> September 2021(ENCS)	<b>Certificate of Compensation Payment/Tax Withheld</b> For Compensation Payment With or Without Tax Withheld	2316 9/21ENCS
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Fill in all applicable spaces. Mark all appropriate boxes with an "X".

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">1 For the Year (YYYY)</td> <td style="width:30%; text-align: center;">2 0 2 3</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Part I - Employee Information</b></td> </tr> <tr> <td>3 TIN</td> <td style="text-align: center;">7 1 9 - 5 0 9 - 2 1 7 - 0 0 0</td> </tr> <tr> <td>4 Employee's Name (Last Name, First Name, Middle Name)</td> <td>5 RDO Code</td> </tr> <tr> <td>TRUZ, THRISHIA CABALIDA</td> <td style="text-align: center;">1 2 6</td> </tr> <tr> <td>6 Registered Address</td> <td>6A ZIP Code</td> </tr> <tr> <td>6B Local Home Address</td> <td>6C ZIP Code</td> </tr> <tr> <td>6D Foreign Address</td> <td></td> </tr> <tr> <td>7 Date of Birth (MM/DD/YYYY)</td> <td>8 Contact Number</td> </tr> <tr> <td>9 Statutory Minimum Wage rate per day</td> <td></td> </tr> <tr> <td>10 Statutory Minimum Wage rate per month</td> <td></td> </tr> <tr> <td>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Part II - Employer Information (Present)</b></td> </tr> <tr> <td>12 TIN</td> <td style="text-align: center;">0 0 4 - 6 3 9 - 7 4 4 - 0 0 0</td> </tr> <tr> <td>13 Employer's Name</td> <td>14A ZIP Code</td> </tr> <tr> <td>TELEPHILIPPINES, INC</td> <td style="text-align: center;">0 0 0 0</td> </tr> <tr> <td>14 Registered Address</td> <td></td> </tr> <tr> <td>2ND FLOOR, EDSA CORNER UNITED STREET, GREENFIELD DISTRICT, Mandaluyong City</td> <td></td> </tr> <tr> <td>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Part III - Employer Information (Previous)</b></td> </tr> <tr> <td>16 TIN</td> <td></td> </tr> <tr> <td>17 Employer's Name</td> <td></td> </tr> <tr> <td>18 Registered Address</td> <td>18A ZIP Code</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Part IVA - Summary</b></td> </tr> <tr> <td>19 Gross Compensation Income from Present Employer (Sum of Items 29 and 52)</td> <td style="text-align: right;">268,719.13</td> </tr> <tr> <td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td> <td style="text-align: right;">42,594.93</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;">226,124.20</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;">226,124.20</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 (Item 26 less Item 27)</td> <td style="text-align: right;">0.00</td> </tr> </table>	1 For the Year (YYYY)	2 0 2 3	<b>Part I - 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NON-TAXABLE/EXEMPT COMPENSATION INCOME</b></td> <td colspan="2" style="text-align: right;">Amount</td> </tr> <tr> <td>29 Basic Salary (including the exempt P250,000 &amp; below or the Statutory Minimum Wage of the MWE)</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>30 Holiday Pay (MWE)</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>31 Overtime Pay (MWE)</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>32 Night Shift Differential (MWE)</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>33 Hazard Pay (MWE)</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>34 13th Month Pay and Other Benefits (maximum of P90,000)</td> <td></td> <td style="text-align: right;">14,949.69</td> </tr> <tr> <td>35 De Minimis Benefits</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>36 SSS, GSIS, PHIC &amp; PAG-IBIG Contributions and Union Dues (Employee share only)</td> <td></td> <td style="text-align: right;">16,311.90</td> </tr> <tr> <td>37 Salaries and Other Forms of Compensation</td> <td></td> <td style="text-align: right;">11,333.34</td> </tr> <tr> <td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td> <td></td> <td style="text-align: right;">42,594.93</td> </tr> <tr> <td colspan="2" style="text-align: left;"><b>B. TAXABLE COMPENSATION INCOME REGULAR</b></td> <td colspan="2"></td> </tr> <tr> <td>39 Basic Salary</td> <td></td> <td style="text-align: right;">155,773.43</td> </tr> <tr> <td>40 Representation</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>41 Transportation</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>42 Cost of Living Allowance (COLA)</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>43 Fixed Housing Allowance</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>44 Others (specify)</td> <td></td> <td></td> </tr> <tr> <td>44A Allowances</td> <td></td> <td style="text-align: right;">17,000.01</td> </tr> <tr> <td>44B</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2" style="text-align: left;"><b>SUPPLEMENTARY</b></td> <td colspan="2"></td> </tr> <tr> <td>45 Commission</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>46 Profit Sharing</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>47 Fees Including Director's Fees</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>48 Taxable 13th Month Benefits</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>49 Hazard Pay</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>50 Overtime Pay</td> <td></td> <td style="text-align: right;">53,350.76</td> </tr> <tr> <td>51 Others (specify)</td> <td></td> <td></td> </tr> <tr> <td>51A Bonuses and Incentives</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>51B Retirement Benefits</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>52 Total Taxable Compensation Income (Sum of Items 39 to 51B)</td> <td></td> <td style="text-align: right;">226,124.20</td> </tr> </table>	2 For the Period From (MMDD)	0 1 0 1	To (MMDD)	1 2 3 1	<b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b>				<b>A. 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I 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.

53 Present Employer/Authorized Agent Signature over Printed Name CONFORME: 54 Employee Signature over Printed Name CTC/Valid ID No. of Employee _____ Place of Issue _____	Date Signed <span style="text-align: center;">0 1 3 1 2 0 2 4</span> Date Signed _____ Date issued _____ Amount paid, if CTC _____
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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. 55 Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/ Human Resources or Authorized Representative)	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 my employer (tax due equals tax withheld); that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended. 56 Employee Signature over Printed Name
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\*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)