



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".

<p>1 For the Year (YYYY) 2 0 2 5</p> <p>Part I - Employee Information</p> <p>3 TIN 5 1 0 - 2 4 6 - 9 3 3 - 0 0 0 0</p> <p>4 Employee's Name (Last Name, First Name, Middle Name) Villavelez, Mary Mae, Labora</p> <p>5 RDO Code</p> <p>6 Registered Address</p> <p>6A ZIP Code</p> <p>6B Local Home Address</p> <p>6C ZIP Code</p> <p>6D Foreign Address</p> <p>7 Date of Birth (MM/DD/YYYY) 0 3 2 7 1 9 8 9</p> <p>8 Contact Number</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>Part II - Employer Information (Present)</p> <p>12 TIN 2 1 6 - 6 9 7 - 3 2 5 - 0 0 0 0</p> <p>13 Employer's Name CONCENTRIX SERVICES B.V. PHILIPPINE BRANCH</p> <p>14 Registered Address 18th, 20th, 21st Tera Tower Br</p> <p>14A ZIP Code 1 1 1 0</p> <p>15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p>Part III - Employer Information (Previous)</p> <p>16 TIN</p> <p>17 Employer's Name</p> <p>18 Registered Address</p> <p>18A ZIP Code</p> <p>Part IVA - Summary</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) 0.00</p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 0.00</p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) 0.00</p> <p>22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00</p> <p>23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 0.00</p> <p>24 Tax Due 0.00</p> <p>25 Amount of Taxes Withheld</p> <p>25A Present Employer 0.00</p> <p>25B Previous Employer, if applicable 0.00</p> <p>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00</p> <p>27 5% Tax Credit (PERA Act of 2008)</p> <p>28 Total Taxes Withheld (Sum of Items 26 and 27) 0.00</p>	<p>2 For the Period From (MM/DD) 0 1 0 1 To (MM/DD) 0 1 0 1</p> <p>Part IV-B Details of Compensation Income & 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)</p> <p>30 Holiday Pay (MWE)</p> <p>31 Overtime Pay (MWE)</p> <p>32 Night Shift Differential (MWE)</p> <p>33 Hazard Pay (MWE)</p> <p>34 13th Month Pay and Other Benefits (maximum of P90,000) 0.00</p> <p>35 De Minimis Benefits 0.00</p> <p>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 0.00</p> <p>37 Salaries and Other Forms of Compensation 0.00</p> <p>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 0.00</p> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <p>39 Basic Salary 0.00</p> <p>40 Representation</p> <p>41 Transportation</p> <p>42 Cost of Living Allowance (COLA)</p> <p>43 Fixed Housing Allowance</p> <p>44 Others (specify)</p> <p>44A</p> <p>44B</p> <p>SUPPLEMENTARY</p> <p>45 Commission</p> <p>46 Profit Sharing</p> <p>47 Fees Including Director's Fees</p> <p>48 Taxable 13th Month Benefits 0.00</p> <p>49 Hazard Pay</p> <p>50 Overtime Pay</p> <p>51 Others (specify)</p> <p>51A OTHER TAXABLE INCOME 0.00</p> <p>51B</p> <p>52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 0.00</p>
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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>EDENREY RAMOS</u> <i>Edenrey Ramos</i> Present Employer/Authorized Agent Signature over Printed Name</p> <p>CONFORME: Villavelez Mary Mae Labora</p> <p>54 _____ Employee Signature over Printed Name</p> <p>CTC/Valid ID No. of Employee _____ Place of Issue _____</p>	<p>Date Signed _____</p> <p>Date Signed _____</p> <p>Date Issued _____</p> <p>Amount paid, if CTC _____</p>
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To be accomplished under substituted filing

<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>EDENREY RAMOS</u> <i>Edenrey Ramos</i> 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 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. 3-98.</p> <p>56 <u>Villavelez Mary Mae Labora</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)