



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 4</u></p> <p>3 TIN <u>7 5 1 - 7 5 8 - 0 3 3 -</u></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <u>ROSEL, TRISHA JANE</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 _____</p> <p>6C ZIP Code _____</p> <p>6D Foreign Address _____</p> <p>7 Date of Birth (MM/DD/YYYY) <u>0 1 1 9 1 9 9 9</u></p> <p>8 Contact Number _____</p> <p>9 Statutory Minimum Wage rate per day <u>0</u></p> <p>10 Statutory Minimum Wage rate per month <u>0</u></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>0 0 8 - 0 5 6 - 7 8 3 -</u></p> <p>13 Employer's Name <u>OPTUM GLOBAL SOLUTIONS (PHILIPPINES), INC.</u></p> <p>14 Registered Address <u>1/F-4/F Science Hub Tower 3, Bldg 38 Campus Ave. cor. Turin St. McKinley Hill, Fort Bonifacio, Taguig City Metro Manila 1634</u></p> <p>14A ZIP Code _____</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>2 For the Period From (MM/DD) <u>0 6 1 4</u> To (MM/DD) <u>1 2 3 1</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 style="width:80%;">Amount</th> <th style="width:20%;">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 style="text-align: right;">0.00</td></tr> <tr><td>30 Holiday Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>31 Overtime Pay (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>32 Night Shift Differential (MWE)</td><td style="text-align: right;">0.00</td></tr> <tr><td>33 Hazard Pay (MWE)</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 style="text-align: right;">16,225.00</td></tr> <tr><td>35 De Minimis Benefits</td><td style="text-align: right;">13,082.77</td></tr> <tr><td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">11,120.00</td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td style="text-align: right;">9,344.83</td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td style="text-align: right;">49,772.60</td></tr> </tbody> </table> <p>B. TAXABLE COMPENSATION INCOME: REGULAR</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>39 Basic Salary</td><td style="text-align: right;">105,604.39</td></tr> <tr><td>40 Representation</td><td style="text-align: right;">0.00</td></tr> <tr><td>41 Transportation</td><td style="text-align: right;">0.00</td></tr> <tr><td>42 Cost of Living Allowance (COLA)</td><td style="text-align: right;">0.00</td></tr> <tr><td>43 Fixed Housing Allowance</td><td style="text-align: right;">0.00</td></tr> <tr><td>44 Others (specify)</td><td style="text-align: right;">0.00</td></tr> <tr><td>44A</td><td style="text-align: right;">0.00</td></tr> <tr><td>44B</td><td style="text-align: right;">0.00</td></tr> </tbody> </table> <p>SUPPLEMENTARY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>45 Commission</td><td style="text-align: right;">0.00</td></tr> <tr><td>46 Profit Sharing</td><td style="text-align: right;">0.00</td></tr> <tr><td>47 Fees Including Director's Fees</td><td style="text-align: right;">0.00</td></tr> <tr><td>48 Taxable 13th Month Benefits</td><td style="text-align: right;">0.00</td></tr> <tr><td>49 Hazard Pay</td><td style="text-align: right;">0.00</td></tr> <tr><td>50 Overtime Pay</td><td style="text-align: right;">0.00</td></tr> <tr><td>51 Others (specify)</td><td style="text-align: right;">0.00</td></tr> <tr><td>51A</td><td style="text-align: right;">0.00</td></tr> <tr><td>51B</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 style="text-align: right;">105,604.39</td></tr> </tbody> </table>	Amount	Amount	29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	0.00	30 Holiday Pay (MWE)	0.00	31 Overtime Pay (MWE)	0.00	32 Night Shift Differential (MWE)	0.00	33 Hazard Pay (MWE)	0.00	34 13th Month Pay and Other Benefits (maximum of P90,000)	16,225.00	35 De Minimis Benefits	13,082.77	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	11,120.00	37 Salaries and Other Forms of Compensation	9,344.83	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	49,772.60	39 Basic Salary	105,604.39	40 Representation	0.00	41 Transportation	0.00	42 Cost of Living Allowance (COLA)	0.00	43 Fixed Housing Allowance	0.00	44 Others (specify)	0.00	44A	0.00	44B	0.00	45 Commission	0.00	46 Profit Sharing	0.00	47 Fees Including Director's Fees	0.00	48 Taxable 13th Month Benefits	0.00	49 Hazard Pay	0.00	50 Overtime Pay	0.00	51 Others (specify)	0.00	51A	0.00	51B	0.00	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	105,604.39
Amount	Amount																																																										
29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	0.00																																																										
30 Holiday Pay (MWE)	0.00																																																										
31 Overtime Pay (MWE)	0.00																																																										
32 Night Shift Differential (MWE)	0.00																																																										
33 Hazard Pay (MWE)	0.00																																																										
34 13th Month Pay and Other Benefits (maximum of P90,000)	16,225.00																																																										
35 De Minimis Benefits	13,082.77																																																										
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	11,120.00																																																										
37 Salaries and Other Forms of Compensation	9,344.83																																																										
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	49,772.60																																																										
39 Basic Salary	105,604.39																																																										
40 Representation	0.00																																																										
41 Transportation	0.00																																																										
42 Cost of Living Allowance (COLA)	0.00																																																										
43 Fixed Housing Allowance	0.00																																																										
44 Others (specify)	0.00																																																										
44A	0.00																																																										
44B	0.00																																																										
45 Commission	0.00																																																										
46 Profit Sharing	0.00																																																										
47 Fees Including Director's Fees	0.00																																																										
48 Taxable 13th Month Benefits	0.00																																																										
49 Hazard Pay	0.00																																																										
50 Overtime Pay	0.00																																																										
51 Others (specify)	0.00																																																										
51A	0.00																																																										
51B	0.00																																																										
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	105,604.39																																																										
<p>Part II - Employer Information (Present)</p> <p>13 Employer's Name <u>OPTUM GLOBAL SOLUTIONS (PHILIPPINES), INC.</u></p> <p>14 Registered Address <u>1/F-4/F Science Hub Tower 3, Bldg 38 Campus Ave. cor. Turin St. McKinley Hill, Fort Bonifacio, Taguig City Metro Manila 1634</u></p> <p>14A ZIP Code _____</p> <p>15 Type of Employer <input 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 IV-A - Summary</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td>19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)</td><td style="text-align: right;">155,376.99</td></tr> <tr><td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)</td><td style="text-align: right;">49,772.60</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;">105,604.39</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;">105,604.39</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 (Sum of Items 26 and 27)</td><td style="text-align: right;">0.00</td></tr> </tbody> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	155,376.99	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	49,772.60	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	105,604.39	22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	105,604.39	24 Tax Due	0.00	25 Amount of Taxes Withheld	0.00	25A Present Employer	0.00	25B Previous Employer, if applicable	0.00	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	27 5% Tax Credit (PERA Act of 2008)	0.00	28 Total Taxes Withheld (Sum of Items 26 and 27)	0.00																																		
19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52)	155,376.99																																																										
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	49,772.60																																																										
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52)	105,604.39																																																										
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00																																																										
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	105,604.39																																																										
24 Tax Due	0.00																																																										
25 Amount of Taxes Withheld	0.00																																																										
25A Present Employer	0.00																																																										
25B Previous Employer, if applicable	0.00																																																										
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00																																																										
27 5% Tax Credit (PERA Act of 2008)	0.00																																																										
28 Total Taxes Withheld (Sum of Items 26 and 27)	0.00																																																										

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.

53 <u>CABAGNOT, MICHELLE KIBLATAIN</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed _____	
54 <u>ROSEL, TRISHA JANE</u> Employee Signature over Printed Name	Date Signed _____	Amount paid, if CTC _____
CTC/valid ID No. of Employee _____	Place of Issue _____	Date Issued _____

To be accomplished under substituted filing

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 CABAGNOT, MICHELLE KIBLATAIN
Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource 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 ROSEL, TRISHA JANE
Employee Signature over Printed Name

*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)