



BIR Form No.
2316

September 2021(ENC5)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 9/21ENC5

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

<p>1 For the Year (YYYY) <u>2 0 2 5</u></p> <p style="text-align: center;">Part I - Employee Information</p> <p>3 TIN <u>7 5 2 - 9 0 9 - 6 7 4 - 0 0 0 0 0</u></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <u>GODITO, GRACEL</u> 5 RDO Code <u>0 4 4</u></p> <p>6 Registered Address <u>6th Street, San Antonio Village, Apas, Cebu City, Cebu</u> 6A ZIP Code _____</p> <p>6B Local Home Address <u>6th Street, San Antonio Village, Apas, Cebu City, Cebu</u> 6C ZIP Code _____</p> <p>6D Foreign Address _____</p> <p>7 Date of Birth (MM/DD/YYYY) <u>0 8 2 0 2 0 0 1</u> 8 Contact Number _____</p> <p>9 Statutory Minimum Wage rate per day _____</p> <p>10 Statutory Minimum Wage rate per month _____</p> <p><input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p style="text-align: center;">Part II - Employer Information (Present)</p> <p>12 TIN <u>0 0 9 - 8 6 8 - 4 8 6 - 0 0 0 0 0</u></p> <p>13 Employer's Name <u>SUPPORTWARE PHILIPPINES INC</u></p> <p>14 Registered Address <u>20th Floor Picadilly Star Building, 4th Avenue corner 27th Street, BGC, Taguig City</u> 14A ZIP Code <u>1 6 3 0</u></p> <p>16 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p style="text-align: center;">Part III - Employer Information (Previous)</p> <p>16 TIN _____</p> <p>17 Employer's Name _____</p> <p>18 Registered Address _____ 18A ZIP Code _____</p> <p style="text-align: center;">Part IVA - Summary</p> <p>19 Gross Compensation Income from Present Employer (Sum of Items 29 and 37) <u>88,576.43</u></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36) <u>88,576.43</u></p> <p>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 32) <u>0.00</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>0.00</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>2 For the Period From (MM/DD) <u>0 1 0 1</u> To (MM/DD) <u>0 4 1 2</u></p> <p style="text-align: center;">Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</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;">66,100.16</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 P50,000)</td><td style="text-align: right;">5,678.55</td></tr> <tr><td>35 De Minimis Benefits</td><td style="text-align: right;">10,597.72</td></tr> <tr><td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">6,200.00</td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td style="text-align: right;">0.00</td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td style="text-align: right;">88,576.43</td></tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">B. 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I/We declare under the penalties of perjury that the information herein stated are true and correct, pursuant to the provisions of a lawful order or rule, regulation, 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 (RA No. 10173) for legitimate and lawful purposes.

53 <u>EDADES, JOSE MA. MIGUEL PADRE / Director, Human Resources</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed _____
CONFORME:	
54 <u>GODITO, GRACEL</u> Employee Signature over Printed Name	Date Signed _____
CTC/Valid ID No. of Employee _____ Place of Issue _____	Date Issued _____ Amount paid, if CTC _____

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. 1004-C which has been filed with the Bureau of Internal Revenue.</p> <p>55 _____ 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 to make substituted filing of Income Tax Return (BIR Form No. 1700), since I received gross 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. 1004-C filed by my employer to the BIR shall contribute to my income taxation; 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.</p> <p>56 _____ Employee Signature over Printed Name</p>
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*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)