



BIR Form No.
2316

September 2021 (ENC5)

**Certificate of Compensation
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316 9/21/ENC5

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

<p>1 For the Year (YYYY) <u>2 0 2 1</u></p> <p style="text-align: center;">Part I - Employee Information</p> <p>3 TIN <u>7 0 2 - 1 0 2 - 8 7 0 - 0 0 0 0 0</u></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <u>FLORES, KREESTAL KLAIRE BRANZUELA</u></p> <p>5 RDO Code <u>0 4 4</u></p> <p>6 Registered Address <u>Centro Mandaue City, Mandaue City, Cebu</u></p> <p>6A ZIP Code _____</p> <p>6B Local Home Address <u>Centro Mandaue City, Mandaue City, Cebu</u></p> <p>6C ZIP Code _____</p> <p>6D Foreign Address _____</p> <p>7 Date of Birth (MM/DD/YYYY) <u>1 0 2 1 1 9 8 7</u></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 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></p> <p>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 _____</p> <p>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>27,115.31</u></p> <p>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 35) <u>27,115.31</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 1 1 3</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;">-1,101.64</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;">0.00</td></tr> <tr><td>35 De Minimis Benefits</td><td style="text-align: right;">91.95</td></tr> <tr><td>36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">2,125.00</td></tr> <tr><td>37 Salaries and Other Forms of Compensation</td><td style="text-align: right;">26,000.00</td></tr> <tr><td>38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)</td><td style="text-align: right;">27,115.31</td></tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">B. TAXABLE COMPENSATION INCOME REGULAR</th> <th style="width:20%;">Amount</th> </tr> </thead> <tbody> <tr><td>39 Basic Salary</td><td style="text-align: right;">0.00</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 style="text-align: center;">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 Salaries and other form of compensation</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;">0.00</td></tr> </tbody> </table>	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	Amount	29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	-1,101.64	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 P50,000)	0.00	35 De Minimis Benefits	91.95	36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	2,125.00	37 Salaries and Other Forms of Compensation	26,000.00	38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	27,115.31	B. TAXABLE COMPENSATION INCOME REGULAR	Amount	39 Basic Salary	0.00	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 Salaries and other form of compensation	0.00	51B _____	0.00	52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	0.00
A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	Amount																																																												
29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	-1,101.64																																																												
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 P50,000)	0.00																																																												
35 De Minimis Benefits	91.95																																																												
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	2,125.00																																																												
37 Salaries and Other Forms of Compensation	26,000.00																																																												
38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	27,115.31																																																												
B. TAXABLE COMPENSATION INCOME REGULAR	Amount																																																												
39 Basic Salary	0.00																																																												
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 Salaries and other form of compensation	0.00																																																												
51B _____	0.00																																																												
52 Total Taxable Compensation Income (Sum of Items 39 to 51B)	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 (RA No. 10173) for legitimate and lawful purposes.

53 EDADES, JOSE MA. MIGUEL PADRE / Director, Human Resources
Present Employer/Authorized Agent Signature over Printed Name

Date Signed _____

CONFORME:

54 FLORES, KREESTAL KLAIRE BRANZUELA
Employee Signature over Printed Name

Date Signed _____

CTC/Valid ID No. _____ Place of Issue _____ Date Issued _____ Amount paid, if CTC _____

To be accomplished under substituted filing

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.

55 _____
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 received grossly 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.

56 _____
Employee Signature over Printed Name

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