



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR BCS/
Use Only Form

BIR Form No.
2316

Certificate of Compensation Payment/Tax Withheld



September 2021 (ENCS) For Compensation Payment With or Without Tax Withheld 7316 (9/21/ENCS)

1 For the Year (YYYY) **2 0 2 1** 2 For the Period From (MM/YY) **0 4 0 7** To (MM/YY) **0 8 2 2**

3 TIN **3 7 8 - 3 3 2 - 5 0 9 - 0 0 0 0**

Part I - Employee Information

Part IV-B Details of Compensation Income & Tax Withheld from Present Employer

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

4 Employer's Name (Last Name, First Name, Middle Name)	5 RDO Code	29 Basic Salary (including the exempt P250.00/below or the Statutory Minimum Wage of the MWE)	
6 Registered Address	6A ZIP Code	30 Holiday Pay (MWE)	
6B Local Home Address	6C ZIP Code	31 Overtime Pay (MWE)	
6D Foreign Address		32 Night Shift Differential (MWE)	
7 Date of Birth (MM/DD/YYYY)	8 Contact Number	33 Hazard Pay (MWE)	
9 Statutory Minimum Wage rate per day		34 13th Month Pay and Other Benefits (Maximum of P90,000)	5,411.08
10 Statutory Minimum Wage rate per month		35 De Minimis Benefits	8,183.91
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax.		36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	8,050.15
		37 Salaries and Other Forms of Compensation	0.00
		38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37)	21,645.14

Part II - Employer Information (Present)

B. TAXABLE COMPENSATION INCOME REGULAR

12 TIN 2 0 5 - 3 6 6 - 9 2 1 - 0 0 0 0	39 Basic Salary	63,677.42
13 Employer's Name	40 Representation	
14 Registered Address	41 Transportation	
15 Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	42 Cost of Living Allowance (COLA)	
16 TIN	43 Fixed Housing Allowance	
17 Employer's Name	44 Other Benefits	
18 Registered Address	44A	
19 Gross Compensation Income from Present Employer (Sum of Items 39 and 42)	44B	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	45 SUPPLEMENTARY	
21 Taxable Compensation Income from Present Employer (From Item 39)	45 Commission	
22 Add: Taxable Compensation Income from Previous Employer, if applicable	46 Profit Sharing	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	47 Fees including Director's Fees	
24 Tax Due	48 Taxable 13th Month Benefits	0.00
25 Amount of Taxes Withheld	49 Hazard Pay	
25A Present Employer	50 Overtime Pay	
25B Previous Employer, if applicable	51 Other Benefits	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	51A OTHER TAXABLE INCOME	20,459.77
27 5% Tax Credit (PEAA Act of 2008)	51B	
28 Total Taxes Withheld (Sum of Items 26 and 27)	52 Total Taxable Compensation Income (Sum of Items 39 to 52)	84,137.19

Part III - Employer Information (Previous)

Part IVA - Summary

19 Gross Compensation Income from Present Employer (Sum of Items 39 and 42)	105,782.32
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38)	21,645.14
21 Taxable Compensation Income from Present Employer (From Item 39)	84,137.19
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	84,137.19
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 (PEAA Act of 2008)	
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 means, 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 EDENREY RAMOS Present Employer/Authorized Agent Signature over Printed Name Date Signed

CONFIRME: Secuya Louie Mar Antonio 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

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 EDENREY RAMOS 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. 1706), since I received purely compensation income from only one employer in the Philippines for the calendar year, that same have been correctly withheld by my employer (no due equity tax withheld), that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute my income tax return, and that BIR Form No. 2316 shall serve the same purpose as a BIR Form No. 1706, and pursuant to the provisions of Revenue Regulations (RR) No.

56 Secuya Louie Mar Antonio Employee Signature over Printed Name

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