



BIR Form No.  
**2316**

January 2018 (ENCS)

# Certificate of Compensation Payment / Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 01/18ENCS

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

2 0 3 9		9 1 0 1		1 1 1 5	
Part I - Employee Information			Part IV - Details of Compensation Income		
A. NON-TAXABLE/EXEMPT COMPENSATION INCOME			Amount		
27 Basic Salary (including the exempt 1250 PMA portion of the Statutory Minimum Wage of the MWE)			192,452.89		
28 Holiday Pay (MWE)			0.00		
29 Overtime Pay (MWE)			0.00		
30 Night Shift Differential (MWE)			0.00		
31 Hazard Pay (MWE)			0.00		
32 13th Month Pay and Other Benefits (maximum of P80,000)			15,749.94		
33 De Minimis Benefits			0.00		
34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)			10,707.31		
35 Salaries and Other Forms of Compensation			0.00		
36 Total Non-Taxable/Exempt Compensation Income (Sum of items 27 to 35)			208,908.94		
B. TAXABLE COMPENSATION INCOME REGULAR					
37 Basic Salary			0.00		
38 Representation			0.00		
39 Transportation			0.00		
40 Cost of Living Allowance (COLA)			0.00		
41 Fixed Housing Allowance			0.00		
42 Others (specify)			0.00		
42A			0.00		
42B			0.00		
SUPPLEMENTARY					
43 Commission			0.00		
44 Profit Sharing			0.00		
45 Fees including Director's Fees			0.00		
46 Taxable 13th Month Benefits			0.00		
47 Hazard Pay			0.00		
48 Overtime Pay			0.00		
49 Others (specify)			0.00		
49A			0.00		
49B			0.00		
50 Total Taxable Compensation Income (Sum of items 37 to 50)			0.00		
19 Gross Compensation Income from Present Employer (Sum of items 27 and 30)			208,908.94		
20 Less Total Non-Taxable/Exempt Compensation Income from Present Employer (From item 36)			208,908.94		
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From item 50)			0.00		
22 Add Taxable Compensation Income from Previous Employer, if applicable			0.00		
23 Gross Taxable Compensation Income (Sum of items 21 and 22)			0.00		
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		

TIN #: 323-604-000

51 Present Employer/Authorized Agent Signature over Printed Name  
**ALVIS CHEUK** Date Signed \_\_\_\_\_

CONFORME: 52 **LETRAGO, CARYL JOYCE -** Date Signed \_\_\_\_\_ Amount paid, if CTC \_\_\_\_\_

CTC/Valid ID No. \_\_\_\_\_ Place of Issue \_\_\_\_\_ Date Signed \_\_\_\_\_

53 Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)

54 **Letrago, Caryl Joyce -** Employee Signature over Printed Name

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