



BIR Form No. 2316 January 2018 (ENCS)	Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld	2316 01/18ENCS
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Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY) <u>2 0 2 0</u>	2 For the Period From (MM/DD) <u>0 1 0 1</u> To (MM/DD) <u>0 4 1 6</u>
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Part I - Employee Information

3 TIN <u>3 2 6 - 1 8 3 - 9 4 9 -</u>	27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE) Amount
4 Employee's Name (Last Name, First Name, Middle Name) 5 RDO Code Co,Jan Michael Louie Lugtu	28 Holiday Pay (MWE)
6 Registered Address 6A ZIP Code	29 Overtime Pay (MWE)
6B Local Home Address 6C ZIP Code	30 Night Shift Differential (MWE)
6D Foreign Address	31 Hazard Pay (MWE)
7 Date of Birth (MM/DD/YYYY) 8 Contact Number 0 9 2 8 1 9 9 4	32 13th Month Pay and Other Benefits (maximum of P90,000) 4,092.90
9 Statutory Minimum Wage rate per day	33 De Minimis Benefits 15,274.50
10 Statutory Minimum Wage rate per month	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 4,120.00
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax	35 Salaries and Other Forms of Compensation 50.00

Part II - Employer Information (Present)

12 TIN <u>4 0 2 - 0 5 1 - 1 2 9 - 0 0 0</u>	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME
13 Employer's Name Teletech Customer Care Mgt., Phils. BR	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35) 23,537.40
14 Registered Address 14A ZIP Code MOA Pasav City Metro Manila 1300 6 0 0 0	B. TAXABLE COMPENSATION INCOME REGULAR
15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	37 Basic Salary 43,103.45

Part III - Employer Information (Previous)

16 TIN	38 Representation
17 Employer's Name	39 Transportation 3,396.85
18 Registered Address 18A ZIP Code	40 Cost of Living Allowance (COLA) 0.00

Part IVA - Summary

19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	92,777.07	41 Fixed Housing Allowance
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	23,537.40	42 Others (specify)
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	69,239.67	42A
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	42B
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	69,239.67	SUPPLEMENTARY
24 Tax Due	0.00	43 Commission
25 Amount of Taxes Withheld	0.00	44 Profit Sharing
25A Present Employer	0.00	45 Fees Including Director's Fees
25B Previous Employer, if applicable	0.00	46 Taxable 13th Month Benefits 0.00
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	47 Hazard Pay
		48 Overtime Pay 5,415.38
		49 Others (specify)
		49A Co. Incentives 17,323.99
		49B
		50 Total Taxable Compensation Income (Sum of Items 37 to 49B) 69,239.67

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.

51 Cagaoan, Anna Liza B. Present Employer/Authorized Agent Signature over Printed Name	Date Signed <u>0 5 0 1 2 0 2 0</u>
CONFORME:	
52 Co,Jan Michael Louie Lugtu Employee Signature over Printed Name	Date Signed _____
CTC/Valid ID No. _____ Place of Issue _____	Date Signed _____ 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.	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.
53 Cagaoan, Anna Liza B. Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)	54 Co,Jan Michael Louie Lugtu Employee Signature over Printed Name

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