



BIR Form No. <b>2316</b> January 2018 (ENCS)	<b>Certificate of Compensation Payment/Tax Withheld</b> 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".

<b>1</b> For the Year (YYYY) <span style="float: right;">2   0   2   1</span>	<b>2</b> For the Period From (MM/DD) <span style="float: right;">0   1   0   1</span> To (MM/DD) <span style="float: right;">0   3   3   1</span>
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<b>Part I - Employee Information</b>		<b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b>	
<b>3</b> TIN	9   1   5   -   7   0   1   -   2   5   4   -   0   0   0   0   0	<b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b>	Amount
<b>4</b> Employee's Name (Last Name, First Name, Middle Name)	<b>5</b> RDO Code	<b>27</b> Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	49,075.42
PERMISON, ANNABEL BORGONIA		<b>28</b> Holiday Pay (MWE)	0.00
<b>6</b> Registered Address	<b>6A</b> ZIP Code	<b>29</b> Overtime Pay (MWE)	0.00
C/O SYKES ASIA, INC.		<b>30</b> Night Shift Differential (MWE)	0.00
<b>6B</b> Local Home Address	<b>6C</b> ZIP Code	<b>31</b> Hazard Pay (MWE)	0.00
C/O SYKES ASIA, INC.		<b>32</b> 13th Month Pay and Other Benefits (maximum of P90,000)	2,457.50
<b>6D</b> Foreign Address		<b>33</b> De Minimis Benefits	5,000.00
<b>7</b> Date of Birth (MM/DD/YYYY)	<b>8</b> Contact Number	<b>34</b> SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	3,405.00
1   2   2   6   1   9   7   5	9275812149	<b>35</b> Salaries and Other Forms of Compensation	4,428.30
<b>9</b> Statutory Minimum Wage rate per day		<b>36</b> Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	64,366.22
<b>10</b> Statutory Minimum Wage rate per month		<b>B. TAXABLE COMPENSATION INCOME REGULAR</b>	
<b>11</b> <input checked="" type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax	<b>12</b> TIN		
<b>Part II - Employer Information (Present)</b>		<b>37</b> Basic Salary	0.00
<b>13</b> Employer's Name	<b>14</b> Registered Address	<b>38</b> Representation	0.00
SYKES ASIA, INC.	10th F. Glorietta Corporate Tower 1, Palm Drive, Ayala Center, Makati City, Philippines	<b>39</b> Transportation	0.00
<b>14A</b> ZIP Code	<b>15</b> Type of Employer <input type="checkbox"/> Main Employer <input checked="" type="checkbox"/> Secondary Employer	<b>40</b> Cost of Living Allowance (COLA)	0.00
1   2   2   4	<b>Part III - Employer Information (Previous)</b>		<b>41</b> Fixed Housing Allowance
<b>16</b> TIN	<b>17</b> Employer's Name	<b>42</b> Others (specify)	0.00
		<b>42A</b>	0.00
<b>18</b> Registered Address	<b>18A</b> ZIP Code	<b>42B</b>	0.00
		<b>SUPPLEMENTARY</b>	
<b>Part IVA - Summary</b>		<b>43</b> Commission	0.00
<b>19</b> Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	64,366.22	<b>44</b> Profit Sharing	0.00
<b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	64,366.22	<b>45</b> Fees Including Director's Fees	0.00
<b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	0.00	<b>46</b> Taxable 13th Month Benefits	0.00
<b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	<b>47</b> Hazard Pay	0.00
<b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)	0.00	<b>48</b> Overtime Pay	0.00
<b>24</b> Tax Due	0.00	<b>49</b> Others (specify)	0.00
<b>25</b> Amount of Taxes Withheld	0.00	<b>49A</b> Salaries and other form of compensation	0.00
<b>25A</b> Present Employer	0.00	<b>49B</b>	0.00
<b>25B</b> Previous Employer, if applicable	0.00	<b>50</b> Total Taxable Compensation Income (Sum of Items 37 to 49B)	0.00
<b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	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 (R.A. No. 10173)" for legitimate and lawful purposes.

<b>51</b> VALDEZ, NOEL Payroll Director	Date Signed
Present Employer/Authorized Agent Signature over Printed Name	
<b>CONFORME:</b>	Date Signed
<b>52</b> PERMISON, ANNABEL BORGONIA	
Employee Signature over Printed Name	Date Issued
CTC/Valid ID No. of Employee	Amount paid, if CTC
<b>To be accomplished under substituted filing</b>	
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.
<b>53</b> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)	<b>54</b> Employee Signature over Printed Name

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