



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".

<p><b>1</b> For the Year (YYYY) <u>2 0 2 1</u></p> <p><b>Part I - Employee Information</b></p> <p><b>3</b> TIN <u>487 - 500 - 954 - 0000</u></p> <p><b>4</b> Employee's Name (Last Name, First Name, Middle Name) <u>MONSANTO, MICHELLE SULIB</u> <b>5</b> RDO Code <u>047</u></p> <p><b>6</b> Registered Address _____ <b>6A</b> ZIP Code _____</p> <p><b>6B</b> Local Home Address _____ <b>6C</b> ZIP Code _____</p> <p><b>6D</b> Foreign Address _____</p> <p><b>7</b> Date of Birth (MM/DD/YYYY) _____ <b>8</b> Contact Number _____</p> <p><b>9</b> Statutory Minimum Wage rate per day _____</p> <p><b>10</b> Statutory Minimum Wage rate per month _____</p> <p><b>11</b> <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p><b>Part II - Employer Information (Present)</b></p> <p><b>12</b> TIN <u>008 - 491 - 196 - 0000</u></p> <p><b>13</b> Employer's Name <u>QUESS (PHILIPPINES) CORP</u></p> <p><b>14</b> Registered Address _____ <b>14A</b> ZIP Code <u>1223</u></p> <p><b>15</b> Type of Employer <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p><b>Part III - Employer Information (Previous)</b></p> <p><b>16</b> TIN _____</p> <p><b>17</b> Employer's Name _____</p> <p><b>18</b> Registered Address _____ <b>18A</b> ZIP Code _____</p> <p><b>Part IV A - Summary</b></p> <table style="width:100%; border-collapse: collapse;"> <tr><td><b>19</b> Gross Compensation Income from Present Employer (Sum of Items 36 and 50)</td><td style="text-align: right;">120,051.39</td></tr> <tr><td><b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)</td><td style="text-align: right;">120,051.39</td></tr> <tr><td><b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>24</b> Tax Due</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>25</b> Amount of Taxes Withheld</td><td></td></tr> <tr><td>    <b>25A</b> Present Employer</td><td style="text-align: right;">0.00</td></tr> <tr><td>    <b>25B</b> Previous Employer, if applicable</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td><td style="text-align: right;">0.00</td></tr> </table>	<b>19</b> Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	120,051.39	<b>20</b> Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	120,051.39	<b>21</b> Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	0.00	<b>22</b> Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	<b>23</b> Gross Taxable Compensation Income (Sum of Items 21 and 22)	0.00	<b>24</b> Tax Due	0.00	<b>25</b> Amount of Taxes Withheld		<b>25A</b> Present Employer	0.00	<b>25B</b> Previous Employer, if applicable	0.00	<b>26</b> Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	<p><b>2</b> For the Period From (MM/DD) <u>0 8 0 4</u> To (MM/DD) <u>1 2 3 1</u></p> <p><b>Part IV-B Details of Compensation Income &amp; Tax Withheld from Present Employer</b></p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">A. 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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.

<p><b>51</b> _____ Present Employer/Authorized Agent Signature over Printed Name</p> <p><b>CONFORME:</b> _____ Employee Signature over Printed Name</p> <p>CTC/Valid ID No. _____ Place of _____ of Employee _____ Issue _____</p>	<p>Date Signed _____</p> <p>Date Signed _____</p> <p>Date Signed _____</p> <p style="text-align: right;">Amount paid, if CTC _____</p>
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<p>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.</p> <p><b>53</b> _____ Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)</p>	<p>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.</p> <p><b>54</b> _____ Employee Signature over Printed Name</p>
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\*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)