



For BIR BCS/
Use Only Item:

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".

1 For the Year (YYYY)

2 For the Period From (MM/DD) To (MM/DD)

Part I - Employee Information

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

3 TIN - -

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

4 Employee's Name (Last Name, First Name, Middle Name) 5 RDO Code

27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)

6 Registered Address 6A ZIP Code

28 Holiday Pay (MWE)

6B Local Home Address 6C ZIP Code

29 Overtime Pay (MWE)

6D Foreign Address

30 Night Shift Differential (MWE)

7 Date of Birth (MM/DD/YYYY) 8 Contact Number

31 Hazard Pay (MWE)

9 Statutory Minimum Wage rate per day

32 13th Month Pay and Other Benefits (maximum of P90,000)

10 Statutory Minimum Wage rate per month

33 De Minimis Benefits

11 Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax

34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)

Part II - Employer Information (Present)

35 Salaries and Other Forms of Compensation

12 TIN - - -

36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)

13 Employer's Name

B. TAXABLE COMPENSATION INCOME REGULAR

14 Registered Address 14A ZIP Code

37 Basic Salary

15 Type of Employer Main Employer Secondary Employer

38 Representation

Part III - Employer Information (Previous)

39 Transportation

16 TIN

40 Cost of Living Allowance (COLA)

17 Employer's Name

41 Fixed Housing Allowance

18 Registered Address 18A ZIP Code

42 Others (specify)
42A
42B

Part IVA - Summary

SUPPLEMENTARY

19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)

43 Commission

20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)

44 Profit Sharing

21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)

45 Fees Including Director's Fees

22 Add: Taxable Compensation Income from Previous Employer, if applicable

46 Taxable 13th Month Benefits

23 Gross Taxable Compensation Income (Sum of Items 21 and 22)

47 Hazard Pay

24 Tax Due

48 Overtime Pay

25 Amount of Taxes Withheld

49 Others (specify)
49A
49B

25A Present Employer

50 Total Taxable Compensation Income (Sum of Items 37 to 49B)

25B Previous Employer, if applicable

26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)

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 METHYL D. TAER
Present Employer/Authorized Agent Signature over Printed Name

Date Signed

CONFORME:
52 ALQUISOLA CHARLIE CRIS P
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.

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 in the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.

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

54 ALQUISOLA CHARLIE CRIS P
Employee Signature over Printed Name

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