



# Certificate of Compensation Payment/Tax Withheld

BIR Form No.

# 2316

July 2008 (ENCS)

For Compensation Payment With or Without Tax Withheld

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

1 For the Year (YYYY) ▶ 2,0,1,7		2 For the Period ▶ From (MM/DD) 0,1,0,1 To (MM/DD) 0,0,0,0	
<b>Part I Employee Information</b>		<b>Part IV-B Details of Compensation Income and Tax Withheld from Present Employer</b>	
3 Taxpayer Identification No. ▶ 1,7,9,5,8,1,5,7,0		Amount	
4 Employee's Name (Last Name, First Name, Middle Name) ▶ GARCES, JOCELYN SERIO		5 RDO Code ▶ 0,5,1	
6 Registered Address ▶ BLK 68 LOT 46 LAPU-LAPU ST. P-5 BRGY. UPPER BICUTAN, TAGUIG		6A Zip Code ▶ 1,6,3,3	
6B Local Home Address ▶		6C Zip Code ▶	
6D Foreign Address ▶		6E Zip Code ▶	
7 Date of Birth (MM/DD/YYYY) ▶ 0,6,3,0,1,9,7,3		8 Telephone Number ▶	
9 Exemption Status <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
9A Is the wife claiming the additional exemption for qualified dependent children? <input type="checkbox"/> Yes <input type="checkbox"/> No		32 Basic Salary/ Statutory Minimum Wage Minimum Wage Earner (MWE) 32 0.00	
10 Name of Qualified Dependent Children		33 Holiday Pay (MWE) 33 0.00	
11 Date of Birth (MM/DD/YYYY)		34 Overtime Pay (MWE) 34 0.00	
12 Statutory Minimum Wage rate per day 12		35 Night Shift Differential (MWE) 35 0.00	
13 Statutory Minimum Wage rate per month 13 0.00		36 Hazard Pay (MWE) 36 0.00	
14 <input type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		37 13th Month Pay and Other Benefits 37 28,523.00	
15 Taxpayer Identification No. ▶ 0,0,3,9,4,3,2,1,3,0,0,0		38 De Minimis Benefits 38 22,195.86	
16 Employer's Name ▶		39 SSS, GSIS, PHIC & Pag-ibig Contributions, & Union Dues (Employee share only) 39 9,172.70	
17 Registered Address ▶ 770 E. Rodriguez Ext., Malibay, Pasay City		40 Salaries & Other Forms of Compensation 40 0.00	
17A Zip Code ▶ 1,3,0,0		41 Total Non-Taxable/Exempt Compensation Income 41 59,891.56	
<input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		B. TAXABLE COMPENSATION INCOME REGULAR	
<b>Part II Employer Information (Present)</b>		42 Basic Salary 42 231,957.31	
18 Taxpayer Identification No. ▶		43 Representation 43 0.00	
19 Employer's Name ▶		44 Transportation 44 0.00	
20 Registered Address ▶		45 Cost of Living Allowance 45 3,323.50	
20A Zip Code ▶		46 Fixed Housing Allowance 46 0.00	
<b>Part III Employer Information (Previous)</b>		47 Others (Specify)	
21 Taxpayer Identification No. ▶		47A Tempo Allowance 47A 0.00	
22 Employer's Name ▶		47B 47B 0.00	
23 Registered Address ▶		<b>SUPPLEMENTARY</b>	
23A Zip Code ▶		48 Commission 48 0.00	
<b>Part IV-A Summary</b>		49 Profit Sharing 49 0.00	
21 Gross Compensation Income from Present Employer (Item 41 plus Item 55) 21 355,640.57		50 Fees Including Director's Fees 50 0.00	
22 Less: Total Non-Taxable/Exempt (Item 41) 22 59,891.56		51 Taxable 13th Month Pay and Other Benefits 51 0.00	
23 Taxable Compensation Income from Present Employer (Item 55) 23 295,749.01		52 Hazard Pay 52 0.00	
24 Add: Taxable Compensation Income from Previous Employer 24 0.00		53 Overtime Pay 53 60,468.20	
25 Gross Taxable Compensation Income 25 355,640.57		54 Others (Specify)	
26 Less: Total Exemptions 26 125,000.00		54A 54A 0.00	
27 Less: Premium Paid on Health and/or Hospital Insurance (If applicable) 27 0.00		54B 54B 0.00	
28 Net Taxable Compensation Income 28 170,749.01		55 Total Taxable Compensation Income 55 295,749.01	
29 Tax Due 29 30,187.00			
30 Amount of Taxes Withheld			
30A Present Employer 30A 53,452.97			
30B Previous Employer 30B 0.00			
31 Total Amount of Taxes Withheld As adjusted 31 -23,265.97			

We declare, under the penalties of perjury, that this certificate has been made in good faith, verified by us, and to the best of 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.

56 MA RITA CARMEN

Present Employer/ Authorized Agent Signature Over Printed Name

Date Signed

CONFORME:

57 GARCES, JOCELYN SERIO

CTC No. Employee Signature Over Printed Name

Date Signed

of Employee

Place of Issue

Date of Issue

Amount Paid

## To be accomplished under substituted filing

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1604CF which has been filed with the Bureau of Internal Revenue.

58 MA RITA CARMEN

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

I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Returns(BIR Form No. 1700), since I received purely compensation income from only one employer in the Phils. for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604CF 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 had been filed pursuant to the provisions of RR No. 3-2002, as amended.

59 GARCES, JOCELYN SERIO

Employee Signature Over Printed Name