



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) ▶ 2,0,1,8		2 For the Period ▶ From (MM/DD) 0,1,0,1 To (MM/DD) 0,0,0,0	
Part I Employee Information		Part IV-B Details of Compensation Income and Tax Withheld from Present Employer	
3 Taxpayer Identification No. ▶ 2,4,0,3,0,2,7,1,0		Amount	
4 Employee's Name (Last Name, First Name, Middle Name) ▶ BUSCANO, EDELYN ARTIAGA		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
5 RDO Code ▶ 0,4,8		32 Basic Salary/ Statutory Minimum Wage Minimum Wage Earner (MWE) 32 0.00	
6 Registered Address ▶ 1090-A Rodriguez Ave. cor Belarmino St Bangkal Makati City		33 Holiday Pay (MWE) 33 0.00	
6B Local Home Address ▶		34 Overtime Pay (MWE) 34 0.00	
6C Zip Code ▶		35 Night Shift Differential (MWE) 35 0.00	
6D Foreign Address ▶		36 Hazard Pay (MWE) 36 0.00	
6E Zip Code ▶		37 13th Month Pay and Other Benefits 37 37,130.00	
7 Date of Birth (MM/DD/YYYY) ▶ 1,1,2,5,1,9,8,5		38 De Minimis Benefits 38 31,200.00	
8 Telephone Number ▶		39 SSS, GSIS, PHIC & Pag-ibig Contributions, & Union Dues (Employee share only) 39 11,238.84	
9 Exemption Status <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married		40 Salaries & Other Forms of Compensation 40 7,117.60	
9A Is the wife claiming the additional exemption for qualified dependent children? <input type="checkbox"/> Yes <input type="checkbox"/> No		41 Total Non-Taxable/Exempt Compensation Income 41 86,686.44	
10 Name of Qualified Dependent Children		B. TAXABLE COMPENSATION INCOME REGULAR	
11 Date of Birth (MM/DD/YYYY)		42 Basic Salary 42 211,541.16	
12 Statutory Minimum Wage rate per day 12		43 Representation 43 0.00	
13 Statutory Minimum Wage rate per month 13 0.00		44 Transportation 44 0.00	
14 <input type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		45 Cost of Living Allowance 45 4,692.00	
Part II Employer Information (Present)		46 Fixed Housing Allowance 46 0.00	
15 Taxpayer Identification No. ▶ 2,0,8,0,9,4,0,4,0,0,0,0		47 Others (Specify)	
16 Employer's Name ▶		47A Tempo Allowance 47A 0.00	
17 Registered Address ▶ 2650 A. Bonifacio St., Bangkal, Makati City		47B Service Allowance 47B 0.00	
17A Zip Code ▶ 1,2,3,3		SUPPLEMENTARY	
<input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		48 Commission 48 0.00	
Part III Employer Information (Previous)		49 Profit Sharing 49 0.00	
18 Taxpayer Identification No. ▶		50 Fees Including Director's Fees 50 0.00	
19 Employer's Name ▶		51 Taxable 13th Month Pay and Other Benefits 51 0.00	
20 Registered Address ▶		52 Hazard Pay 52 0.00	
20A Zip Code ▶		53 Overtime Pay 53 37,530.20	
Part IV-A Summary		54 Others (Specify)	
21 Gross Compensation Income from Present Employer (Item 41 plus Item 55) 21 340,449.80		54A 54A 0.00	
22 Less: Total Non-Taxable/Exempt (Item 41) 22 86,686.44		54B 54B 0.00	
23 Taxable Compensation Income from Present Employer (Item 55) 23 253,763.36		55 Total Taxable Compensation Income 55 253,763.36	
24 Add: Taxable Compensation Income from Previous Employer 24 0.00			
25 Gross Taxable Compensation Income 25 253,763.36			
26 Less: Total Exemptions 26 0.00			
27 Less: Premium Paid on Health and/or Hospital Insurance (If applicable) 27 0.00			
28 Net Taxable Compensation Income 28 253,763.36			
29 Tax Due 29 752.67			
30 Amount of Taxes Withheld			
30A Present Employer 30A 3,470.36			
30B Previous Employer 30B 0.00			
31 Total Amount of Taxes Withheld As adjusted 31 -2,717.69			
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 ANTONIO CABIJE Present Employer/ Authorized Agent Signature Over Printed Name		Date Signed	
CONFORME: 57 BUSCANO, EDELYN ARTIAGA 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.		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.	
58 ANTONIO CABIJE Present Employer/ Authorized Agent Signature Over Printed Name (Head of Accounting/ Human Resource or Authorized Representative)		59 BUSCANO, EDELYN ARTIAGA Employee Signature Over Printed Name	