



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 0 1 9		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 & Tax Withheld from Present Employer	
3 TIN GARCES, JOCELYN SERIO - - - - - 0 5		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount 0.00	
4 Employee's Name (Last Name, First Name, Middle Name) BLK 68 LOT 46 LAPU-LAPU ST. P-5 BRGY. UPPER BICUTAN, TAGUIG		5 RDO Code 1 6 3 3	
6 Registered Address		6A ZIP Code	
6B Local Home Address		6C ZIP Code	
6D Foreign Address 0 6 3 0 1 9 7 3			
7 Date of Birth (MM/DD/YYYY)		8 Contact Number	
9 Statutory Minimum Wage rate per day		27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE 0.00	
10 Statutory Minimum Wage rate per month		28 Holiday Pay (MWE) 0.00	
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax		29 Overtime Pay (MWE) 0.00	
Part II - Employer Information (Present)		30 Night Shift Differential (MWE) 0.00	
12 TIN - - - - - 0.00		31 Hazard Pay (MWE) 0.00	
13 Employer's Name		32 13th Month Pay and Other Benefits (maximum of P90,000) 90,000.00	
14 Registered Address 0 0 3 9 4 3 2 1 3 0 0 0		33 De Minimis Benefits 25,775.72	
15 Type of Employer <input checked="" type="checkbox"/> Primary Employer <input type="checkbox"/> Secondary Employer		34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 12,574.86	
Part III - Employer Information (Previous)		35 Salaries and Other Forms of Compensation	
16 TIN 770 E. Rodriguez Ext., Malibay, Pasay City - - - - - 1 3 0 0		36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35) 0.00	
17 Employer's Name		B. TAXABLE COMPENSATION INCOME REGULAR 128,350.58	
18 Registered Address		37 Basic Salary	
18A ZIP Code		38 Representation	
Part IVA - Summary		39 Transportation 297,959.45	
19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)		40 Cost of Living Allowance (COLA) 0.00	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)		41 Fixed Housing Allowance 0.00	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)		42 Others (specify) 3,876.27	
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00		42A 0.00	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 406,973.08		42B 0.00	
24 Tax Due 0.00		43 Service Allowance 0.00	
25 Amount of Taxes Withheld		44 Profit Sharing 0.00	
25A Present Employer 406,973.08		45 Fees Including Director's Fees 0.00	
25B Previous Employer, if applicable 31,743.27		46 Taxable 13th Month Benefits 0.00	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 44,013.08		47 Hazard Pay 2,046.00	
		48 Overtime Pay	
		49 Others (specify) 0.00	
		49A 65,436.40	
		49B 0.00	
		50 Total Taxable Compensation Income (Sum of Items 37 to 49B) 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 business purposes.

51 MA RITA CARMEN Present Employer/Authorized Agent Signature over Printed Name		Date Signed	
CONFORME: GARCES, JOCELYN SERIO			
52 Employee Signature over Printed Name		Date Signed	
CTC/Valid ID No. of Employee		Date Signed	
Place of Issue		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 on the BIR shall serve 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.	
53 Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)		54 Employee Signature over Printed Name	