

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) 0,4,0,1 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. ▶ 1,1,5,9,1,7,1,7,3		<b>Amount</b>	
4 Employee's Name (Last Name, First Name, Middle Name) ▶ GAYO, MYRNA MANAPAT		<b>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME</b>	
5 RDO Code ▶		32 Basic Salary/ Statutory Minimum Wage Minimum Wage Earner (MWE) 32 0.00	
6 Registered Address ▶		33 Holiday Pay (MWE) 33 0.00	
6A Zip Code ▶		34 Overtime Pay (MWE) 34 0.00	
6B Local Home Address ▶		35 Night Shift Differential (MWE) 35 0.00	
6C Zip Code ▶		36 Hazard Pay (MWE) 36 0.00	
6D Foreign Address ▶		37 13th Month Pay and Other Benefits 37 82,000.00	
6E Zip Code ▶		38 De Minimis Benefits 38 29,654.79	
7 Date of Birth (MM/DD/YYYY) 0,7,1,8,1,9,6,2		39 SSS, GSIS, PHIC & Pag-ibig Contributions, & Union Dues (Employee share only) 39 13,425.60	
8 Telephone Number ▶		40 Salaries & Other Forms of Compensation 40 0.00	
9 Exemption Status <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married		41 Total Non-Taxable/Exempt Compensation Income 41 125,080.39	
9A Is the wife claiming the additional exemption for qualified dependent children? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B. TAXABLE COMPENSATION INCOME REGULAR</b>	
10 Name of Qualified Dependent Children		42 Basic Salary 42 557,416.42	
11 Date of Birth (MM/DD/YYYY) 0,0,0,0, -, 0,0,0,0		43 Representation 43 0.00	
12 Statutory Minimum Wage rate per day 12		44 Transportation 44 0.00	
13 Statutory Minimum Wage rate per month 13 0.00		45 Cost of Living Allowance 45 4,459.62	
14 <input type="checkbox"/> Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		46 Fixed Housing Allowance 46 0.00	
<b>Part II Employer Information (Present)</b>		47 Others (Specify)	
15 Taxpayer Identification No. ▶ 0,0,8,1,5,1,7,8,1,0,0,0		47A Tempo Allowance 47A 0.00	
16 Employer's Name ▶		47B Service Allowance 47B 0.00	
17 Registered Address ▶ Km 20 Real St., Talon Uno, Las Piñas City		<b>SUPPLEMENTARY</b>	
17A Zip Code ▶ 1,7,4,7		48 Commission 48 0.00	
<input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		49 Profit Sharing 49 0.00	
<b>Part III Employer Information (Previous)</b>		50 Fees Including Director's Fees 50 0.00	
18 Taxpayer Identification No. ▶		51 Taxable 13th Month Pay and Other Benefits 51 126,300.00	
19 Employer's Name ▶		52 Hazard Pay 52 0.00	
20 Registered Address ▶		53 Overtime Pay 53 0.00	
20A Zip Code ▶		54 Others (Specify)	
<b>Part IV-A Summary</b>		54A 54A 0.00	
21 Gross Compensation Income from Present Employer (Item 41 plus Item 55) 21 813,256.43		54B 54B 0.00	
22 Less: Total Non-Taxable/Exempt (Item 41) 22 125,080.39		55 Total Taxable Compensation Income 55 688,176.04	
23 Taxable Compensation Income from Present Employer (Item 55) 23 688,176.04			
24 Add: Taxable Compensation Income from Previous Employer 24 0.00			
25 Gross Taxable Compensation Income 25 688,176.04			
26 Less: Total Exemptions 26 50,000.00			
27 Less: Premium Paid on Health and/or Hospital Insurance (If applicable) 27 0.00			
28 Net Taxable Compensation Income 28 638,176.04			
29 Tax Due 29 169,216.33			
30 Amount of Taxes Withheld			
30A Present Employer 30A 148,645.82			
30B Previous Employer 30B 0.00			
31 Total Amount of Taxes Withheld As adjusted 31 20,570.51			

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

Date Signed

Present Employer/ Authorized Agent Signature Over Printed Name

CONFORME:

57 GAYO, MYRNA MANAPAT

Date Signed

CTC No. Employee Signature Over Printed Name

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 GAYO, MYRNA MANAPAT

Employee Signature Over Printed Name