



BIR Form No.
2316

January 2018 (EMCS)

**Certificate of Compensation
Payment/Tax Withheld**

For Compensation Payment With or Without Tax Withheld



2316-0118EMCS

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

1 For the Year (YYYY) _____

Part I - Employee Information

3 TIN _____

4 Employee's Name (Last Name, First Name, Middle Name) _____

5 RDO Code _____

6 Registered Address _____

6A ZIP Code _____

6B Local Home Address _____

6C ZIP Code _____

6D Foreign Address _____

7 Date of Birth (MM/DD/YYYY) _____

8 Contact Number _____

9 Statutory Minimum Wage rate per day _____

10 Statutory Minimum Wage rate per month _____

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

Part II - Employer Information (Present)

12 TIN _____

13 Employer's Name _____

14 Registered Address _____

14A ZIP Code _____

15 Type of Employer: Main Employer Secondary Employer

Part III - Employer Information (Previous)

16 TIN _____

17 Employer's Name _____

18 Registered Address _____

18A ZIP Code _____

Part IVA - Summary

19 Gross Compensation Income from Present Employer (Sum of Items 26 and 29) _____

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

21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 30) _____

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

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

24 Tax Due _____

25 Amount of Taxes Withheld
25A Present Employer _____
25B Previous Employer, if applicable _____

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

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

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

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

Item	Description	Amount
27	Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE	
28	Holiday Pay (MWE)	
29	Overtime Pay (MWE)	
30	Night Shift Differential (MWE)	
31	Hazard Pay (MWE)	
32	13th Month Pay and Other Benefits (maximum of P90,000)	
33	De Minimis Benefits	
34	SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	
35	Salaries and Other Forms of Compensation	
36	Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	

B. TAXABLE COMPENSATION INCOME REGULAR

37	Basic Salary	
38	Representation	
39	Transportation	
40	Cost of Living Allowance (COLA)	
41	Fixed Housing Allowance	
42	Others (specify):	
42A		
42B		

SUPPLEMENTARY

43	Commission	
44	Profit Sharing	
45	Fees Including Director's Fees	
46	Taxable 13th Month Benefits	
47	Hazard Pay	
48	Overtime Pay	
49	Others (specify):	
49A		
49B		
50	Total Taxable Compensation Income (Sum of Items 37 to 49B)	

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 Present Employer/Authorized Agent Signature over Printed Name _____ Date Signed _____

CONFIRME:

52 Employee Signature over Printed Name _____ Date Signed _____ Amount paid, if CTC _____

CTC/Valid ID No. of Employee _____ Place of Issue _____ Date Signed _____

To be accomplished under substituted filing

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

54 Employee Signature over Printed Name _____

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

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