

For BIR BCS/
Use Only Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.
2316

Certificate of Compensation Payment/Tax Withheld



January 2018 (ENCS)

For Compensation Payment With or Without Tax Withheld

2316 01/18ENCS

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

<p>1 For the Year (YYYY) <input type="text" value="2"/><input type="text" value="0"/><input type="text" value="2"/><input type="text" value="2"/></p> <p style="text-align: center;">Part I - Employee Information</p> <p>3 TIN <input type="text" value="7"/><input type="text" value="1"/><input type="text" value="7"/><input type="text" value="-"/><input type="text" value="4"/><input type="text" value="5"/><input type="text" value="9"/><input type="text" value="-"/><input type="text" value="6"/><input type="text" value="4"/><input type="text" value="7"/><input type="text" value="-"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="0"/></p> <p>4 Employee's Name (Last Name, First Name, Middle Name) <input type="text" value="SUPENA, ARNIE PACHECO"/> 5 RDO Code <input type="text" value="0"/><input type="text" value="4"/><input type="text" value="4"/></p> <p>6 Registered Address <input type="text"/> 6A ZIP Code <input type="text"/></p> <p>6B Local Home Address <input type="text"/> 6C ZIP Code <input type="text"/></p> <p>6D Foreign Address <input type="text"/></p> <p>7 Date of Birth (MM/DD/YYYY) <input type="text" value="0"/><input type="text" value="2"/><input type="text" value="1"/><input type="text" value="2"/><input type="text" value="1"/><input type="text" value="9"/><input type="text" value="9"/><input type="text" value="6"/> 8 Contact Number <input type="text"/></p> <p>9 Statutory Minimum Wage rate per day <input type="text"/></p> <p>10 Statutory Minimum Wage rate per month <input type="text"/></p> <p>11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax</p> <p style="text-align: center;">Part II - Employer Information (Present)</p> <p>12 TIN <input type="text" value="6"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="-"/><input type="text" value="1"/><input type="text" value="6"/><input type="text" value="1"/><input type="text" value="-"/><input type="text" value="3"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="-"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="0"/><input type="text" value="0"/></p> <p>13 Employer's Name <input type="text" value="FLASH EXPRESS (PH) CO. LTD. INC."/></p> <p>14 Registered Address <input type="text" value="UNIT 9-029 ARTHALAND CENTURY PACIFIC TOWER 5TH AVE COR 30TH ST COR 4TH AVE FORT BONIFACIO 1634 TAGUIG CITY NCR FOURTH DISTRICT PHILIPPINES"/> 14A ZIP Code <input type="text" value="1"/><input type="text" value="6"/><input type="text" value="3"/><input type="text" value="4"/></p> <p>15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer</p> <p style="text-align: center;">Part III - Employer Information (Previous)</p> <p>16 TIN <input type="text"/></p> <p>17 Employer's Name <input type="text"/></p> <p>18 Registered Address <input type="text"/> 18A ZIP Code <input type="text"/></p> <p style="text-align: center;">Part IVA - Summary</p> <table style="width:100%;"> <tr><td>19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)</td><td style="text-align: right;">656,902.36</td></tr> <tr><td>20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)</td><td style="text-align: right;">60,437.30</td></tr> <tr><td>21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)</td><td style="text-align: right;">596,465.06</td></tr> <tr><td>22 Add: Taxable Compensation Income from Previous Employer, if applicable</td><td style="text-align: right;">-</td></tr> <tr><td>23 Gross Taxable Compensation Income (Sum of Items 21 and 22)</td><td style="text-align: right;">596,465.06</td></tr> <tr><td>24 Tax Due</td><td style="text-align: right;">79,116.27</td></tr> <tr><td>25 Amount of Taxes Withheld</td><td></td></tr> <tr><td> 25A Present Employer</td><td style="text-align: right;">79,116.27</td></tr> <tr><td> 25B Previous Employer, if applicable</td><td style="text-align: right;">-</td></tr> <tr><td>26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)</td><td style="text-align: right;">79,116.27</td></tr> </table>	19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	656,902.36	20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	60,437.30	21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	596,465.06	22 Add: Taxable Compensation Income from Previous Employer, if applicable	-	23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	596,465.06	24 Tax Due	79,116.27	25 Amount of Taxes Withheld		25A Present Employer	79,116.27	25B Previous Employer, if applicable	-	26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	79,116.27	<p>2 For the Period From (MM/DD) <input type="text" value="0"/><input type="text" value="1"/><input type="text" value="0"/><input type="text" value="1"/> To (MM/DD) <input type="text" value="1"/><input type="text" value="2"/><input type="text" value="3"/><input type="text" value="1"/></p> <p style="text-align: center;">Part IV-B Details of Compensation Income & Tax Withheld from Present Employer</p> <p>A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount</p> <table style="width:100%;"> <tr><td>27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the</td><td style="text-align: right;">-</td></tr> <tr><td>28 Holiday Pay (MWE)</td><td style="text-align: right;">-</td></tr> <tr><td>29 Overtime Pay (MWE)</td><td style="text-align: right;">-</td></tr> <tr><td>30 Night Shift Differential (MWE)</td><td style="text-align: right;">-</td></tr> <tr><td>31 Hazard Pay (MWE)</td><td style="text-align: right;">-</td></tr> <tr><td>32 13th Month Pay and Other Benefits (maximum of P90,000)</td><td style="text-align: right;">23,562.30</td></tr> <tr><td>33 De Minimis Benefits</td><td style="text-align: right;">16,800.00</td></tr> <tr><td>34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)</td><td style="text-align: right;">20,075.00</td></tr> <tr><td>35 Salaries and Other Forms of Compensation</td><td style="text-align: right;">-</td></tr> <tr><td>36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)</td><td style="text-align: right;">60,437.30</td></tr> </table> <p>B. TAXABLE COMPENSATION INCOME REGULAR</p> <table style="width:100%;"> <tr><td>37 Basic Salary</td><td style="text-align: right;">596,465.06</td></tr> <tr><td>38 Representation</td><td style="text-align: right;">-</td></tr> <tr><td>39 Transportation</td><td style="text-align: right;">-</td></tr> <tr><td>40 Cost of Living Allowance (COLA)</td><td style="text-align: right;">-</td></tr> <tr><td>41 Fixed Housing Allowance</td><td style="text-align: right;">-</td></tr> <tr><td>42 Others (specify)</td><td></td></tr> <tr><td>42A <input type="text"/></td><td style="text-align: right;">-</td></tr> <tr><td>42B <input type="text"/></td><td style="text-align: right;">-</td></tr> </table> <p style="text-align: center;">SUPPLEMENTARY</p> <table style="width:100%;"> <tr><td>43 Commission</td><td style="text-align: right;">-</td></tr> <tr><td>44 Profit Sharing</td><td style="text-align: right;">-</td></tr> <tr><td>45 Fees Including Director's Fees</td><td style="text-align: right;">-</td></tr> <tr><td>46 Taxable 13th Month Benefits</td><td style="text-align: right;">-</td></tr> <tr><td>47 Hazard Pay</td><td style="text-align: right;">-</td></tr> <tr><td>48 Overtime Pay</td><td style="text-align: right;">-</td></tr> <tr><td>49 Others (specify)</td><td></td></tr> <tr><td>49A <input type="text"/></td><td style="text-align: right;">-</td></tr> <tr><td>49B <input type="text"/></td><td style="text-align: right;">-</td></tr> <tr><td>50 Total Taxable Compensation Income (Sum of Items 37 to 49B)</td><td style="text-align: right;">596,465.06</td></tr> </table>	27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the	-	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)	23,562.30	33 De Minimis Benefits	16,800.00	34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	20,075.00	35 Salaries and Other Forms of Compensation	-	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	60,437.30	37 Basic Salary	596,465.06	38 Representation	-	39 Transportation	-	40 Cost of Living Allowance (COLA)	-	41 Fixed Housing Allowance	-	42 Others (specify)		42A <input type="text"/>	-	42B <input type="text"/>	-	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 <input type="text"/>	-	49B <input type="text"/>	-	50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	596,465.06
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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 <u>GERALD P. ROSIN</u> Present Employer/Authorized Agent Signature over Printed Name	Date Signed <input type="text"/>	
CONFORME:		
52 <u>SUPENA, ARNIE PACHECO</u> Employee Signature over Printed Name	Date Signed <input type="text"/>	Amount paid, if CTC <input type="text"/>
CTC/Valid ID No. of Employee <input type="text"/>	Place of Issue <input type="text"/>	Date Issued <input type="text"/>

To be accomplished under substituted filing

<p>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.</p> <p>53 <u>GERALD P. ROSIN</u> Present Employer/Authorized Agent Signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)</p>	<p>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 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 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.</p> <p>54 <u>SUPENA, ARNIE PACHECO</u> Employee Signature over Printed Name</p>
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