



BIR Form No.

2316

September 2021 (ENCS)

Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld



2316 9/21 ENCS

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

1 For the Year (YYYY) <input type="text"/>		2 For the Period From (MMDD) <input type="text"/> To (MMDD) <input type="text"/>	
Part I - Employee Information		Part IV-B Details of Compensation Income & Tax Withheld from Present Employer	
3 TIN <input type="text"/>		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
4 Employee's Name (Last Name, First Name, Middle Name) <input type="text"/>		5 HDQ Code <input type="text"/>	
6 Registered Address <input type="text"/>		6A ZIP Code <input type="text"/>	
6B Local Home Address <input type="text"/>		6C ZIP Code <input type="text"/>	
6D Foreign Address <input type="text"/>		7 Date of Birth (MMDD/YYYY) <input type="text"/>	
7 Date of Birth (MMDD/YYYY) <input type="text"/>		8 Contact Number <input type="text"/>	
8 Statutory Minimum Wage rate per day <input type="text"/>		9 Statutory Minimum Wage rate per month <input type="text"/>	
10 Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax <input type="checkbox"/>		11 <input type="checkbox"/>	
Part II - Employer Information (Present)		12. TAXABLE COMPENSATION INCOME REGULAR	
12 TIN <input type="text"/>		13 Employer's Name <input type="text"/>	
14 Registered Address <input type="text"/>		14A ZIP Code <input type="text"/>	
15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		16 Basic Salary <input type="text"/>	
Part III - Employer Information (Previous)		17 Representation <input type="text"/>	
16 TIN <input type="text"/>		18 Transportation <input type="text"/>	
17 Employer's Name <input type="text"/>		19 Cost of Living Allowance (COLA) <input type="text"/>	
18 Registered Address <input type="text"/>		20 Fixed Housing Allowance <input type="text"/>	
19A ZIP Code <input type="text"/>		21 Others (specify) <input type="text"/>	
Part IV-A - Summary		22 44A <input type="text"/>	
23 Gross Compensation Income from Present Employer (Sum of items 36 and 52) <input type="text"/>		23 44B <input type="text"/>	
24 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 20) <input type="text"/>		SUPPLEMENTARY	
		25 Commission <input type="text"/>	
		26 Profit Sharing <input type="text"/>	

Guidelines And Instructions For Bir Form 2316

Ian Pickup



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1040 Instructions U. S. Internal U.S. Internal Revenue Service (IRS),2018-12-21 The official instruction guide for the

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