For BIR | BCS/ Use Only Item:



Republic of the Philippines **Bureau of Internal Revenue** 

BIR Form No. 2316

# Certificate of Compensation Payment/Tax Withheld

For Compensation Payment	With or Without Tax Withheld 2316 9/21ENCS
Fill in all applicable spaces. Mark all appropriate boxes with an "X".	
1. For the Year	2 For the Period
(mm)	From (MMCO) To (MMCO)
Part I - Employee Information	Part IV-8 Details of Compensation Income & Tax Withhald from Present Employer
3 TIN	A. NON-TAXABLE/EXEMPT COMPENSATION INCOME Amount
4 Employee's Name (Last Name, First Name, Middle Name) 5 RDO Code	29 Basic Salary (Including the exempt P250,000 & below)
	or the Statutory Minimum Wage of the MWE
6 Registered Address 6A ZP Code	36 Holiday Pay (MWE)
66 Local Home Address 6C ZP Code	31 Overtime Pay (MWE)
1 1 1	32 Night Shift Differential (MWE)
40 Foreign Address	33 Hazard Pay (MWE)
7 Date of Birth (Mespormon) 8 Contact Number	34 13th Month Pay and Other Benefits
- Constitution	(maximum of P90,000) 35 De Minimis Benefits
9 Statutory Minimum Wage rate per day	36 SSS, GSIS, PHIC & PAG-BIG Contributions
	and Union Dues (Employee share only)
10 Statutory Minimum Wage rate per month	37 Salaries and Other Forms of Compensation
Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax.	38 Total Non-Taxable/Exempt Compensation
Part II - Employer Information (Present)	Income (Sum of Auma 29 to 37)
12 TM	B. TAXABLE COMPENSATION INCOME REGULAR
13 Employer's Name	39 Basic Salary
14 Registered Address 14A ZIP Gode	40 Representation
1000000	
55 Type of Employer Main Employer Secondary Employer	41 Transportation
Part III - Employer Information (Previous)	42 Cost of Living Allowance (COLA)
SE TIN	43 Fixed Housing Allowance
17 Employer's Name	44 Others (specify)
10-17/38/99/19	44A
SE Registered Address 18A ZIP Code	448
	SUPPLEMENTARY
Part IVA - Summary	45 Commission
19 Gross Compensation Income from Present	
Errgitoyer (Sum of Sums 38 and 53)	46 Profit Sharing
29 Less: Total Non-Taxoble/Exempt Compensation	
Income from Present Employer (From Item 30)	10 E 10 E 10 E 10 E 10 E

## **Guidelines And Instructions For Bir Form 2316**

**United States. Congress** 

#### **Guidelines And Instructions For Bir Form 2316:**

**Official Gazette** Philippines, 2004 Tax Management Portfolios ,2006 **Analytical Skill Exercises for Economics** The New Statesman and Monthly Catalog of United States Government Publications ,1988 Iv' 2002 Ed., Nation ,1948 **Congressional Record** United States. Congress,1983 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 New Statesman and Nation, 1948 The Illustrated London The Engineer ,1875 News .1865 New Society .1974 General Catalogue of Printed Books British Museum. Department of Printed Reproducible Copies of Federal Tax Forms and Instructions United States. Internal Revenue Service, 2006 Books, 1959

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

2018 IRS Form 1040 the most common form for individual tax returns

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