For BIR Use Only: BCS/ Item:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. **2316** September 2021(ENCS)

# Certificate of Compensation Payment/Tax Withheld

For Compensation Payment With or Without Tax Withheld

2316 09/21 ENCS

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

1 For the Year (YYYY): 2024

2 For the Period: From (mm/dd): 01 01 To (mm/dd): 12 31

**Part I - Employee Information**

3 TIN: 204-[illegible]-000-000

4 Employee's Name: [illegible] Middle Name

5 RDO Code:

6 Registered Address: BLOCK 1 LOT 27 FILINVEST II ROAD,SITIO 1 KALI-[illegible]

6A ZIP Code:

6B [illegible], Q.C

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: 000-[illegible]-000-000

13 Employer's Name: HOUSE OF REPRESENTATIVES

14 Registered Address: COMMONWEALTH HILLS, QUEZON CITY

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 IV-A - Summary**

| | |
|---|---|
| 19 Gross Compensation Income from Present Employer (Sum of Items 29 and 42) | 1,075,349.42 |
| 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) | 148,510.00 |
| 21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 53) | 926,839.42 |
| 22 Add: Taxable Compensation Income from Previous Employer, if applicable | 0.00 |
| 23 Gross Taxable Compensation Income (Sum of Items 21 and 22) | 926,839.42 |
| 24 Tax Due | 134,209.86 |
| 25 Amount of Taxes Withheld: 25A Present Employer | 134,209.86 |
| 25B Previous Employer, if applicable | 0.00 |
| 26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) | 134,209.86 |
| 27 5% Tax Credit (PERA Act of 2008) | 0.00 |
| 28 Total Taxes Withheld (Sum of Items 26 and 27) | 134,209.86 |

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

| A. NON-TAXABLE/EXEMPT COMPENSATION INCOME | Amount |
|---|---|
| 29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE | |
| 30 Holiday Pay (MWE) | |
| 31 Overtime Pay (MWE) | |
| 32 Night Shift Differential (MWE) | |
| 33 Hazard Pay (MWE) | |
| 34 13th Month Pay and Other Benefits (maximum of P90,000) | 90,000.00 |
| 35 De Minimis Benefits | 24,000.00 |
| 36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) | 44,510.00 |
| 37 Salaries and Other Forms of Compensation | 0.00 |
| 38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) | 148,510.00 |
| **B. TAXABLE COMPENSATION INCOME REGULAR** | |
| 39 Basic Salary | 322,534.00 |
| 40 Representation | |
| 41 Transportation | |
| 42 Cost of Living Allowance (COLA) | |
| 43 Fixed Housing Allowance | |
| 44 Others (specify): 44A | |
| 44B | |
| **SUPPLEMENTARY** | |
| 45 Commission | |
| 46 Profit Sharing | |
| 47 Fees Including Director's Fees | |
| 48 Taxable 13th Month Benefits | 591,097.00 |
| 49 Hazard Pay (BPA/IPA) | 0.00 |
| 50 Overtime Pay | 13,208.42 |
| 51 Others (specify): 51A UNEXPIRED MAT. BENEFITS | 0.00 |
| 51B | |
| 52 Total Taxable Compensation Income (Sum of Items 39 to 51B) | 926,839.42 |

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.

53 RYWEL JOSE T. [illegible] - HEAD, Accounting Service
Present Employer/Authorized Agent Signature over Printed Name

Date Signed:

CONFORME:

54 WENDELYN P. BAJAN
Employee Signature over Printed Name

Date Signed: 02/12/2025

Amount paid, if CTC:

CTC/Valid ID No. of Employee: N03-05-004988 Place of Issue: QUEZON CITY Date Issued: 10/06/2022

**To be accomplished under substituted filing**

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1604-CF which has been filed with the Bureau of Internal Revenue.

55 RYWEL JOSE T. [illegible] - HEAD, Accounting Service
Present Employer/Authorized Agent Signature over Printed Name
(Head of Accounting/Human Resource or Authorized Representative)

I declare, under the penalties of perjury, that an 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/excess tax withheld), that the BIR Form No. 1604-CF filed by my employer to the BIR shall constitute as my income tax return, and that this Form No. 2316 shall serve the same purpose as BIR Form No. 1700 has been filed pursuant thereto the provisions of Revenue Regulations (RR) No. 3-2005, as amended.

56 WENDELYN P. BAJAN
Employee Signature over Printed Name

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