

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		Part IV-B Details of Compensation Income and Tax Withheld from Present Employer	
3 TIN 227 357 502 0000		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	
4 Employee's Name (Last Name, First Name, Middle Name) DEMATERA, DONATO V		5 RDO Code 038	
6 Registered Address		6A Zip Code	
6B Local Home Address		6G Zip Code	
6D Foreign Address		6E Zip Code	
7 Date of Birth (MM/DD/YYYY)		8 Telephone Number	
9 Statutory Minimum Wage rate per day 0.00		29 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE) 231,687.80	
10 Statutory Minimum Wage rate per month 0.00		30 Holiday Pay (MWE) 0.00	
11 ☐ Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax		31 Overtime Pay (MWE) 0.00	
Part II - Employer Information (Present)		32 Night Shift Differential (MWE) 0.00	
12 Taxpayer 005 679 938 0000		33 Hazard Pay (MWE) 0.00	
13 Employer's Name PAKVITE MFG CORP		34 13th Month Pay and Other Benefits (maximum of P90,000) 26,765.49	
14 Registered Address 1258 EDSA APOLONIO SAMSON QUEZON CITY NCR		35 De Minimis Benefits 0.00	
15 Type of Employer ☐ Main Employer ☐ Secondary Employer		36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only) 17,491.28	
Part III - Employer Information (Previous)		37 Salaries and Other Forms of Compensation 0.00	
16 TIN		38 Total Non-Taxable/Exempt Compensation Income (Sum of Items 29 to 37) 275,944.57	
17 Employer's Name		B. TAXABLE COMPENSATION INCOME REGULAR	
18 Registered Address		39 Basic Salary 0.00	
18A Zip Code		40 Representation	
Part IVA - Summary		41 Transportation	
19 Gross Compensation Income from Present Employer (Sum of Items 38 and 52) 275,944.57		42 Cost of Living Allowance (COLA)	
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 38) 275,944.57		43 Fixed Housing Allowance	
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 52) 0.00		44 Others (Specify)	
22 Add: Taxable Compensation Income from Previous Employer, if applicable 0.00		44A 0.00	
23 Gross Taxable Compensation Income (Sum of Items 21 and 22) 0.00		44B	
24 Tax Due 0.00		SUPPLEMENTARY	
25A Present Employer 0.00		45 Commission	
25B Previous Employer 0.00		46 Profit Sharing	
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B) 0.00		47 Fees Including Director's Fees	
27 5% Tax Credit (PERA Act of 2008) 0.00		48 Taxable 13th Month Pay Benefits 0.00	
28 Total Taxes Withheld (sum of items 26 and 27) 0.00		49 Hazard Pay	
		50 Overtime Pay	
		51 Others (Specify)	
		51A	
		51B	
		52 Total Taxable Compensation Income (Sum of Items 39 to 51B) 0.00	

I/We declare, under the penalties of perjury, that this certificate has been made in good faith, verified by 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" (RA No. 10173) for legitimate and lawful purposes.

51 BENJAMIN NGO Present Employer/ Authorized Agent Signature Over Printed Name		Date Signed	
52 DONATO V DEMATERA Employee Signature Over Printed Name		Date Signed	
CTC/Valid ID No. 123456789 Place of Issue Manila		Date of Issue	
		Amount Paid, if CTC	

To be accomplished under substituted filing

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1800-C which has been filed with the Bureau of Internal Revenue.

53 **BENJAMIN NGO**
Present Employer/ Authorized Agent Signature Over Printed Name
(Head of Accounting/ Human Resource or Authorized Representative)

I declare, under the penalties of perjury that I am qualified under substituted filing of Income Tax Returns (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.

54 **DONATO V DEMATERA**
Employee Signature Over Printed Name