ALPHABETICAL LIST OF EMPLOYEES/PAYEES FROM WHOM TAXES WERE WITHHELD *(FORMAT ONLY)*

Schedule 1 – Alphalist of Employees *(Declared and Certified using BIR Form No. 2316)*

PRESENT EMPLOYER																		
Seq. No	NAME OF EMPLOYEES			Nationality/ Resident *(for foreigners only)*	Current Employ-ment Status*	PERIOD OF EMPLOYMENT		Reason of Separation, *if applicable***	Gross Compensation Income *(present employer)*	NON-TAXABLE/EXEMPT					TAXABLE			
	Last Name	First Name	Middle Name			From *(MM/DD)*	To *(MM/DD)*			13th Month Pay & Other Benefits	De Minimis Benefits	SSS, GSIS, PHIC, HDMF Contributions and Union Dues *(employee share only)*	Salaries (P250,000 & below) & Other Forms of Compensation	Total Non-Taxable/ Exempt Compensation Income *(present employer)*	Basic Salary *(net of SSS, GSIS, PHIC, HDMF Contributions & Union Dues)*	13th Month Pay & Other Benefits *(In Excess of Threshold)*	Salaries and Other Forms of Compen-sation	Total Taxable Compen-sation Income *(present employer)*
1	2a	2b	2c	3	4	5a	5b	6	7a = (7f + 7j)	7b	7c	7d	7e	7f = (7b+7c+7d+7e)	7g	7h	7i	7j = (7g+7h+7i)
	JAWAD	ABUBAKAR	JAWAD		REGULAR	JULY 01	JAN. 04		106,900.00	9,200.00		11,661.90	86,098.10	20,861.90			80,038.10	
944-786989																		
TOTALS									P	P	P	P	P	P	P	P	P	P

Schedule 1 (continuation)

PREVIOUS EMPLOYER														
TIN *(Previous Employer)*	Employment Status*	Period of Employment		Reason of Separation, *if applicable***	Gross Compensation Income *(previous employer)*	NON-TAXABLE					TAXABLE			
		From *(MM/DD)*	To *(MM/DD)*			13th Month Pay & Other Benefits	De Minimis Benefits	SSS, GSIS, PHIC, HDMF Contributions & Union Dues *(employee share only)*	Salaries (P250,000 and below) and Other Forms of Compensation	Total Non-Taxable/Exempt Compensation Income *(previous employer)*	Basic Salary *(net of SSS, GSIS, PHIC, HDMF Contributions & Union Dues)*	13th Month Pay & Other Benefits	Salaries and Other Forms of Compensation	Total Taxable Compensation Income *(previous employer)*
8	9	10a	10b	11	12a = (12F + 12j)	12b	12c	12d	12e	12f=(12b+12c+12d+12e)	12g	12h	12i	12j = (12g+12h+12i)
TOTALS					P	P	P	P	P	P	P	P	P	P

Schedule 1 (continuation)

Total Taxable Compensation Income *(Present & Previous Employer)*	Tax Due *(January to December)*	Tax Withheld *(January to November)*		Year-End Adjustment *(16a or 16b)*		AMOUNT OF TAX WITHHELD AS ADJUSTED *(To be reflected in BIR Form No. 2316 issued by the present employer)*	Substituted Filing? Yes/No***
		Previous Employer	Present Employer	Amount Withheld and Paid for in December or Last Salary	Over Withheld Tax Refunded to Employee		
13 = (7j + 12j)	14	15a	15b	16a = 14 - (15a + 15b)	16b = (15a + 15b) - 14	17=(15b+16a) OR (15b-16b)	18
P	P	P	P	P	P	P	

*Current Employment Status:	REGULAR (R)	CASUAL (C)	CONTRACTUAL/PROJECT-BASED (CP)	SEASONAL (S)	PROBATIONARY (P)	APPRENTICES/LEARNERS (AL)
R = Regular ***C = Casual*** ***CP = Contractual/Project-Based*** ***S = Seasonal*** ***P = Probationary*** ***AL = Apprentices/Learners***	*-Those hired by the establishments on a permanent status.*	*- Workers whose work is not usually necessary and desirable to the usual business or trade of the employer.*	*- Workers whose employment has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of engagement.*	*- Workers whose employment, specifically its timing and duration, is significantly influenced by seasonal factors.*	*- Workers on trial period during which the employer determines their fitness to qualify for regular employment, based on reasonable standards made known to them at the time of engagement.*	*- Workers who are covered by written apprenticeship/ learnership agreements with individual employers or any of the entities with duly recognized programs.*