

## low to generate BIR 2316 in QNE Payroll

## Overview:

BIR 2316 is an issued form to each employee that receives a salary, wage or any other form of remuneration from the employer recorded in Payroll System.

## Procedure:

1. To Generate/Preview or Print the 'Certificate of Compensation Payment/Tax Withheld' format, go to Reports > Tax Reports > BIR Form 2316

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2. Set Filtered Year and specific employee can be set too by selecting the Employee Code then click *Preview*.

	BIR Form 2316 - QnE Payroll System (Prime Edition) for Philippines v2.2021.3.2			×
View Maintenance Transactions Rates Tools				
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BIR Form 2316				×
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Title         BIR Form 2316           Report Format         CR>-01: BIR Form 2316           Filter Optons            Vers Str         2021:           Employee Code            Custom Filters            If and Name         Condition	· · · · · · · · · · · · · · · · · · ·	Preview Print Email as PDF Customize Customize Customize Close	Wizard	•

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250 Website: <u>www.qne.com.ph</u> Facebook: <u>https://www.facebook.com/QnEPH</u> Follow our Twitter and Instagram account: @qnesoftwareph



3. BIR 2316 Form will be shown. These values come from the Tax Annualization Form. Thus, if there are incorrect values, user may need to review and reprocess the Tax Annualization of the said employee.

For BIR BCS/ Use Only Item:	Republic of the Deparment Bureau of Inter	Philippines d'Finance nal Revenue			
BIR Form No. 2316 January 2018 (ENCS)	Certificate of C Payment/Tax For Compensation Payment V	Compensation Withheld With or Without Tex Withheld	2316.01/18ENCS		
Fill in all applicable spaces. Mark all appropriate boxe	es with an "X".	2 Factor Destant			
(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(		From (MM/DD) 01/01 To	(MM/DD) 12/31		
Part I - Employee Inform	ation	Part IV-B Details of Comepensation Income & 1	ax Withheld from Present Employer		
98646509		A. NON-TAXABLE/EXEMPT COMPENSATION INCOME	Amount		
A Employee's Name (Last Name, First Name, Middl Sandoval, Shawn Lopez	e Name) 5 RDO Code	27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE	70,679.27		
6 Registered Address	6A ZIP Code	28 Holiday Pay (MWE)	0.00		
		29 Overtime Pay (MWE)	0.00		
6B Local Home Address	6C ZIP Code				
		30 Night Shift Differential (MWE) 0.			
6D Foreign Address		31 Hazard Pay (MWE)			
7 Date of Birth /MM/DDVVW/ 8 Contact	Number	32 13th Month Pay and Other Benefits (maximum of P90,000)	10,000.00		
6 22 1986		33 De Minimis Benefits	0.00		
9 Statutory Minimum Wage rate per day		34 SSS, GSIS, PHIC & PAG-IBIG Contributions	0.00		
0 Statutory Minimum Wage rate per month		and Union Dues(Employee share only)	2,125.00		
Minimum Wage Earner (MWE) whose com	pensation is exempt from	35 Salaries and Other Forms of Compensation	0.00		
withholding tax and not subject to income t	ax n (Present)	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	\$2,804.27		
		B. TAXABLE COMPENSATION INCOME REGULAR			
3 Employer's Name		27 Basic Salacy			
Your Company Name		or basic balary	7,195.73		
14 Registered Address	14A ZIP Code	38 Representation			
Manila, Philippines		39 Transportation			
15 Type of Employer Main Employer	Secondary Employer	40 Cost of Living Allowance (COLA)			
Part III - Employer Information	(Previous)	44 Fixed Meurice Allemanes			
17 Employer's Neme		41 Pitted Housing Allowance			
		42 Others apeckyy			
18 Registered Address	18A ZIP Code	428			
		SUPPLEMENTARY	L		
Part IVA - Summar 19 Gross Compensation Income from Present	y []	43 Commission			
Employer (Sum of Items 36 and 50)	90,000.00	44 Profit Sharing			
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	82,804.27	45 Eper Including Director's Eper			
21 Taxable Compensation Income from Present	77,875.00	to reesholding bleckbrarees			
22 Add: Taxable Compensation Income from	0.00	46 Taxable 13th Month Benefits	0.00		
Previous Employer, if applicable 23. Gross Taxable Compensation Income	0.00	47 Hazard Pay			
(Sum of Items 21 and 22)	7,195.73	48 Overtime Pay			
24 Tax Due	0.00	49 Others (specify)			
25 Amount of Taxes Withheld	17,195.73	49A			
258 Previous Employer if applicable		498	i		
26 Total Amount of Taxas Withhald as adjusted	0.00	50 Total Taxable Compensation Incom			
(Sum of Items 25A and 25B)	0.00	(Sum of Items 37 to 49B)	7,195.73		
I/We declare, under the penalties of perjury that this the provisions of the National Internal Revenue Code, a as contemplated under the *Data Privacy Act of 2012 (P	certificate has been made in good fai s amended, and the regulations issue R.A. No. 10173) for legitimate and law	th, verified by me/us, and to the best of my/our knowled id under authority thereof. Further, I/we give my/our cor id purposes.	ge and belief, is true and correct, pursuant to sent to the processing of my/our information		
51 Your Company N Present Employer/Authorized Agent Sign	ame/ nature over Printed Name	Date Signed			
52 Sandoval, Shawn I	opez	Date Signed			
CTC/Valid ID No.	Place of	Date of Issue			
of Employee	To be accomplished u	nder substituted filing			
I declare, under the penalties of perjury that the in reported under BIR Form No. 1604-C which has be Internal Revenue	formation herein stated are en filed with the Bureau of	I declare, under the penalties of perjury that I am qualified (BIR Form No. 1700), since I medived purely compensation income for the carendary year, that taxes have been correctly withmed by m the BIR Form No. 1804-C filed by my employer to the BIR shall cor	inder substituted filing of income Tax Return from only one employer in the Philippines y employer (tax due equals tax withheid); that stitute as my income tax return; and that BIR		
53 Sandoval, Shawn L	opez	r om No. 2316 shall serve the same purpose as if BIR Form No. 17 of Revenue Regulations (RR) No. 3-2002, as amended.	ou has been filed pursuant to the provisions		
(Head of Accounting/Human Resource or A	uthorized Representative)	54 Sandoval, Shawn	Lopez		
*NOTE: The BIR Data Privacy is in the BIR website (	www.bir.gov.ph)	Employee agriature over Pr	niwe reactiv		

Note: Refer to other KB for details on how to process Tax Annualization

**NOTE:** 



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://qnesupportph.freshdesk.com

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