



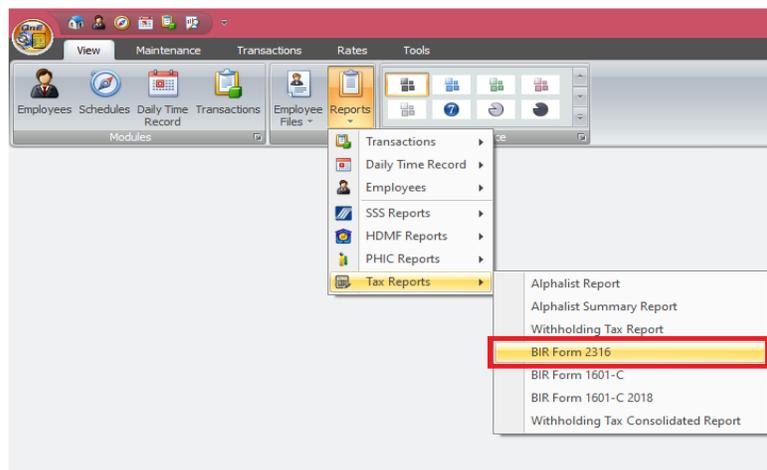
How to generate BIR 2316 in QNE Payroll

Overview:

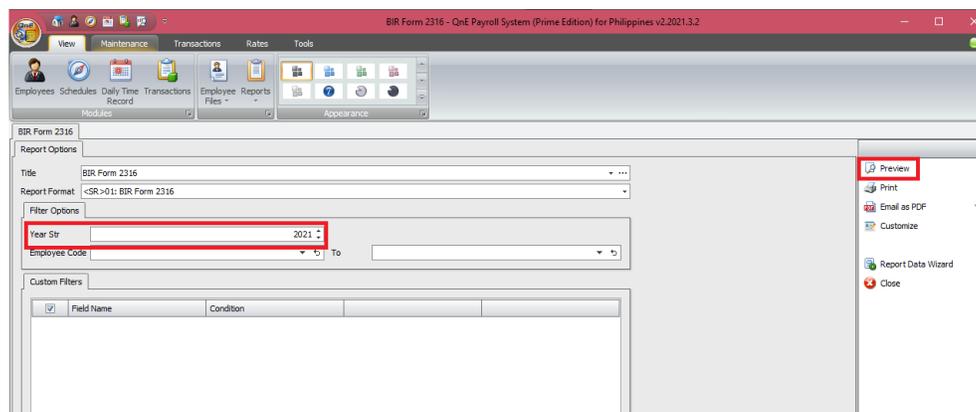
BIR 2316 is an issued form to each employee that receives a salary, wage or any other form of remuneration from the employer recorded in Payroll System.

Procedure:

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



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



- 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 Use Only		BCS/Item	
BIR Form No. 2316		January 2018 (ENCS)	
Republic of the Philippines Department of Finance Bureau of Internal Revenue Certificate of Compensation Payment/Tax Withheld For Compensation Payment With or Without Tax Withheld			
1 For the Year (YYYY) 2021		2 For the Period From (MM/DD) 01/01 To (MM/DD) 12/31	
3 TIN 9 8 6 4 6 5 0 9 7 0 0 0			
4 Employee's Name (Last Name, First Name, Middle Name) Sandoval, Shawn Lopez		5 RDC Code	
6 Registered Address		6A ZIP Code	
6B Local Home Address		6C ZIP Code	
6D Foreign Address		7 Date of Birth (MM/DD/YYYY) 6 22 1986	
8 Contact Number		8 Statutory Minimum Wage rate per day	
9 Statutory Minimum Wage rate per month		10 Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax	
Part I - Employee Information			
11 TIN 0 0 0		12 Employer's Name	
13 Your Company Name		14 Registered Address	
14A ZIP Code		14B ZIP Code	
15 Type of Employer <input type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer		16 TIN	
17 Employer's Name		18 Registered Address	
18A ZIP Code		18B ZIP Code	
Part II - Employer Information (Present)			
Part III - Employer Information (Previous)			
Part IVA - Summary			
19 Gross Compensation Income from Present Employer (Sum of Items 27 and 50)	90,000.00	27 Basic Salary (including the exempt P250,000 & below or the Statutory Minimum Wage of the MWE)	70,679.27
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 26)	82,804.27	28 Holiday Pay (MWE)	0.00
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	77,875.00	29 Overtime Pay (MWE)	0.00
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00	30 Night Shift Differential (MWE)	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	7,195.73	31 Hazard Pay (MWE)	0.00
24 Tax Due	0.00	32 13th Month Pay and Other Benefits (maximum of P90,000)	10,000.00
25 Amount of Taxes Withheld	17,195.73	33 De Minimis Benefits	0.00
25A Present Employer	0.00	34 SSS, OSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	2,125.00
25B Previous Employer, if applicable	0.00	35 Salaries and Other Forms of Compensation	0.00
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00	36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	82,804.27
27 Total Taxable Compensation Income (Sum of Items 21 to 23)		37 Basic Salary	
28 Total Taxable Compensation Income (Sum of Items 21 to 23)		38 Representation	
29 Total Taxable Compensation Income (Sum of Items 21 to 23)		39 Transportation	
30 Total Taxable Compensation Income (Sum of Items 21 to 23)		40 Cost of Living Allowance (COLA)	
31 Total Taxable Compensation Income (Sum of Items 21 to 23)		41 Fixed Housing Allowance	
32 Total Taxable Compensation Income (Sum of Items 21 to 23)		42 Others (specify)	
33 Total Taxable Compensation Income (Sum of Items 21 to 23)		42A	
34 Total Taxable Compensation Income (Sum of Items 21 to 23)		42B	
35 Total Taxable Compensation Income (Sum of Items 21 to 23)		43 Commission	
36 Total Taxable Compensation Income (Sum of Items 21 to 23)		44 Profit Sharing	
37 Total Taxable Compensation Income (Sum of Items 21 to 23)		45 Fees Including Director's Fees	
38 Total Taxable Compensation Income (Sum of Items 21 to 23)		46 Taxable 13th Month Benefits	
39 Total Taxable Compensation Income (Sum of Items 21 to 23)		47 Hazard Pay	
40 Total Taxable Compensation Income (Sum of Items 21 to 23)		48 Overtime Pay	
41 Total Taxable Compensation Income (Sum of Items 21 to 23)		49 Others (specify)	
42 Total Taxable Compensation Income (Sum of Items 21 to 23)		49A	
43 Total Taxable Compensation Income (Sum of Items 21 to 23)		49B	
44 Total Taxable Compensation Income (Sum of Items 21 to 23)		50 Total Taxable Compensation Income	
45 Total Taxable Compensation Income (Sum of Items 21 to 23)		7,195.73	
I/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, a 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.			
51 <u>Your Company Name</u> Present Employer/Authorized Agent Signature over/Printed Name		Date Signed	
CONFORME:			
52 <u>Sandoval, Shawn Lopez</u> Employee Signature over/Printed Name		Date Signed	
CTC/Valid ID No. of Employee		Place of Issue	
Date of Issue		Amount paid, if CTC	
To be accomplished under substituted filing			
53 <u>Sandoval, Shawn Lopez</u> Present Employer/Authorized Agent Signature over/Printed Name (Head of Accounting/Human Resource or Authorized Representative)		54 <u>Sandoval, Shawn Lopez</u> Employee Signature over/Printed Name	
*NOTE: The BIR Data Privacy is in the BIR website (www.bir.gov.ph)			

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>