**BUREAU OF INT ERNAL REVENUE RDO:** 000 NATIONAL OFFICE

**BIR FORM 2316 T RANSMIT T AL**

We are pleased to submit to you hard copies of **Certificate of Compensation Payment/T ax Withhelp (BIR Form**

**2316)** covering employees who are qualified for substituted filing in compliance with **Revenue Regulations No. 2-2015.**

To wit:

|  |  |  |  |
| --- | --- | --- | --- |
| **SEQ** | **EMPLOYEE NAME** | **T IN** | **PERIOD COVERED** |
| 1 | EMPLOYEE 1 | 111-111-111 | 01/01/2022 - 12/31/2022 |
| 2 | EMPLOYEE 2 | 222-222-222 | 01/01/2022 - 12/31/2022 |
| 3 | EMPLOYEE 3 | 333-333-333 | 01/01/2022 - 12/31/2022 |
| 4 | EMPLOYEE 4 | 444-444-444 | 01/01/2022 - 12/31/2022 |

Hope you find everything in order.

FOR: **COMPANY NAME**

TIN: COMPANY TIN

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doc. No.\_\_\_\_\_\_\_\_ Page No.\_\_\_\_\_\_\_\_ Book No.\_\_\_\_\_\_\_\_ Series of\_\_\_\_\_\_\_\_

NOTARY PUBLIC