



5. Request for Certificate of Tax Withheld (BIR Form 2316)

Personnel requests for a Certificate of Tax Withheld for a certain transaction

Office or Division:	Accounting Division, FMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Individuals, Business Representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (one copy)		FMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents properly filled out request form to frontline personnel	1. Frontline Personnel checks if request form is properly filled out	None	5 minutes	<i>Frontline Personnel</i> in FMS Receiving Window



<p>2. Client waits for advice if Certificate of Tax Withheld (BIR Form 2316) is ready for pick up</p>	<p>2.1 Frontline Personnel transmits request to Supervising Administrative Officer</p> <p>2.2 Supervising Administrative Officer checks the documents for printing by AO V</p> <p>2.3 AO V prepares Certificate of Tax Withheld (BIR Form 2316) and submits to Supervising Administrative Officer for review</p> <p>2.4 Supervising Administrative Officer submits Certificate of Tax Withheld (BIR Form 2316) for the signature of Chief Accountant/ Director</p> <p>2.5 Chief Accountant/ Director signs</p>	<p>None</p>	<p>90 minutes</p>	<p><i>Supervising Administrative Officer</i></p> <p><i>AO V</i></p> <p><i>Chief Accountant</i></p> <p><i>Director</i></p>
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3. Client receives Certificate of Tax Withheld (BIR Form 2316)	3. AO V releases the Certificate of Compensation	None	5 minutes	AO V
Total Processing Time			1 hour, 40 minutes	