

1. Issuance of Certificate of Compensation Payment/Tax Withheld (BIR Form 2316)

This service provides the request of the client to acquire a copy of the Certificate of Compensation Payment/Tax Withheld.

Office or Division:	Municipal Accounting Office (MACCO)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Regular employees of the Local Government Unit Tagoloan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Verbal Request			Client	
Government issued ID (Original)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request copy of Certificate of Compensation Payment/Tax Withheld	1 Check the employment status of the client, prepare Bureau of Internal Revenue (BIR) form 2316 and consolidate monthly payments	None	1 Day	<i>Bookbinder IV</i> Municipal Accounting Office
None	2 Review and sign form	None	1 Day	<i>Municipal Accountant</i> Municipal Accounting Office
None	3 Logout and release signed Bureau of Internal Revenue (BIR) form 2316	None	10 minutes	<i>Bookbinder IV</i> Municipal Accounting Office
TOTAL:			2 days and 10 minutes	