



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

Personnel requests for a Certificate of Tax Withheld for a certain transaction¹

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, OSG Intranet, OSG Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.



<p>1. Client presents properly filled out request form to frontline personnel</p>	<p>1. Frontline Personnel checks if request form is properly filled out</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Frontline Personnel</i> in FMS Receiving Window, 2nd Floor OSG Building</p>
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<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 Certificate of Tax Withheld</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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(BIR Form
2316)





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	