

FAQs on New Hire Forms

Welcome to CBE Companies! We are excited you have joined us! We know you're going to be a valuable asset to our company and can't wait to see what you accomplish!

What are the fields in the Personal Data Sheet that need to be accomplished?

A new hire employee must answer everything because all fields are important. For the employment history, the new hire must declare all their employers for the last seven (7) years.

What is the purpose of the BIR 1905 Form?

Since May 2019, the Bureau of Internal Revenue (BIR) has required all employees who earn purely compensation income to transfer their registration and records to the Revenue District Office (RDO) having jurisdiction over the place of their residence and not the RDO of the Company.

It is the responsibility of the employee to update his/her BIR RDO by submitting the duly accomplished BIR Form 1905 to Human Resources (HR). The employee must submit this request for transfer to their old BIR RDO either personally, by fax, or by email. The transfer of registration (TIN records) of such employee shall be initiated by the BIR RDO office which received the application. The old BIR RDO, upon receipt of the request, shall immediately execute the transfer of the employee's registration records to the new BIR RDO and confirm this with the employee through either a stamped copy of the BIR Form 1905, or an email confirmation of the same.

What is the BIR Form 2316?

This Bureau of Internal Review (BIR) form is issued to each employee who receives a salary, wage, or any other form of remuneration from an employer. The BIR Form 2316 or tax certificate identifies the total amount of compensation paid to, and the total taxes withheld from, each employee during the previous calendar year. The filing of BIR Form 2316 is one mechanism for the BIR to monitor taxpayer employers in the Philippines.

Where can I get a copy of my BIR Form 2316?

A new hire can receive it from their current and previous employer/s.

What do I submit if I don't have a copy of the BIR Form 2316?

The new hire must submit a **notarized** copy of either of the below alternative forms to HR if they are unable to present a BIR Form 2316:

1. Notarized Affidavit of No Earnings/ No Employer Form – This form is applicable to new hires who did not have any employer from the start of the current year prior to joining CBE.
2. Notarized Summary of Earnings and Deductions Form – This form is applicable to new hires who had an employer from the start of the year prior to joining CBE, but their BIR Form 2316 is not yet available.
3. Notarized Affidavit of Minimum Wage Earner Form – This form is applicable to new hires who were earning minimum wage within the current year prior joining CBE.

Do I still need to submit the BIR Form 2316 if I'm a fresh graduate or have no previous work experience?

It is understandable that a new hire will not have the BIR Form 2316 if they have no previous work experience. The new hire must submit the notarized Affidavit of No Employer Form to HR to serve as proof of inability to submit the BIR Form 2316.

Can I submit my BIR Form 2316 from the prior year?

HR will only accept the BIR Form 2316 for the current year since it is used by the Finance team to calculate a new hire employee's income tax return for the current year.

What do I need to provide in the Idaho Collector Questionnaire – PH Form?

The new hire employee must provide their Social Security System Number and BIR Tax Identification Number in order to process the license to collect.

How do I complete the client Certification Form?

After reading form, the new hire must indicate their agreement by affixing their Signature, Name, and Date Signed.

NOTE: For other new hire pre-employment requirements, you may get more detailed instructions [here](#).