



APPLICATION OF BUSINESS RETIREMENT CERTIFICATE

Business Retirement Certification is issue to business operators that voluntarily or involuntarily discontinue or close its business operation

Office or Division:	Business Retirement Unit
Classification:	Complex
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Quezon City Business owners/operators closing their business
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Business Retirement Application form with location map originally signed by the owner	Business Retirement Unit
2. Original (latest) tax bill, official receipts (3 yrs) and Original Business Permit (latest)	Business Permit and Licensing Department (Business Permit)
3. Single Proprietorship: Original Affidavit of closure with exact effectivity date of closure Partnership: Original Partnership Dissolution with exact effectivity date of closure (original signed by all partners) Corporation: Original Secretary's Certificate or Board Resolution on closure or transfer of business with exact effectivity date of closure	Business Owner/operator
4. Government issued ID Single Proprietorship: Original to be presented and photocopy to be submitted) Partnership: all ID of partners are required Corporation: ID of the president and signatories to the Board of Resolution (original to be presented and photocopy to be submitted) *Authorization letter from the owner and valid ID of the authorized representative	Business Owner/operator
5. Original Barangay Certificate with exact effectivity date of closure and Official receipt paid from Barangay	Barangay Hall
6. BIR Certificate of Registration (original to be presented and photocopy to be submitted)	BIR
7. Original Certified Breakdown of Sales, if there are two or more line of business, branches & if AFS is consolidated	
8. Proof of business tax payment, tax bill, permit issued by other LGUs where other operations are situated (original to be presented and photocopy to be submitted)	Other LGU's
9. Latest ITR with AFS on or before	BIR



closure from the last payment of business operation (original to be presented and photocopy to be submitted)				
10.Latest VAT or Percentage Tax Returns (original to be presented and photocopy to be submitted)		BIR		
11.Books of Accounts (present upon evaluation/actual inspection and examination)		BIR		
12. Special Power of Attorney (SPA)		Owner or client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit accomplished business retirement form with location map with complete documentary requirements *To avoid penalty, application shall be made within 20 days upon closure of business 1.1Receive the releasing form and wait for the set appointment with the Revenue Examiner	1.Receive the submitted accomplished form with complete documentary requirements 1.1Issue releasing form with tentative date	Depends on the ff: -Line of business -Gross sales -Area of business delinquency and/or deficiency taxes	5 minutes	Receiving Clerk Business Retirement Unit
	2. Assign to Revenue Examiners the taxpayers applying for business retirement			Acting Head Business Retirement Unit
	3.Evaluate and review the submitted document 3.1 Set an appointment to the taxpayer to conduct actual inspection if the business is still operational or already closed 3.2Conduct examination of books of account 3.3Prepare the Business Retirement Data		7 days (except January)	Revenue Examiner Business Retirement Unit



	and Assessment form			
	4. Evaluate and review the business retirement data and assessment report 4.1 Prepare the order of payment and certification fee			Acting Head Business Retirement Unit (BRU)
	5. Recommend for tax bill 5.1 Inform the taxpayer the needed tax/ deficiency for payment			Acting Head BRU Clerk BRU
2. Return to the office to receive the tax bill and pay the required amount	6. Bill the total amount due for retirement 6.1 Issue printed tax bill 6.2 Approve the tax bill 6.3 Release the approved tax bill		20 minutes	Assessment clerk (rebilling counter) City Treasurer Assessment clerk
3. Receive the approved tax bill and order of payment for certification fee 3.1 Pay the amount due before actual retirement and certification fee 3.2 Submit the original and photocopy of tax bill, official receipt of the taxes paid and official receipt for the certification fee	7. Accept payment and issue official receipt 7.1 Receive the submitted documents and prepare the business retirement certificate 7.2 Approve the Business Retirement Certificate		30 minutes	Cashier Taxes and Fees Division Receiving Clerk BRU City Treasurer
4. Receive the Business Retirement Certificate	8. Release the Business Retirement Certificate		5 minutes	Releasing Clerk BRU
	Total		7 days and 1 hour	