



## COLLECTION OF BUSINESS TAX

Business tax payments are collected and validated through issuance of Computerized Official Receipts

<b>Office or Division:</b>	Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All Quezon City Business owners/operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Computerized Business Tax Bill (duly approved/signed by City Treasurer or his deputized signatory)		Business Assessment Lounge		
2. Cash/Manager's or Cashier's Check		Business Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Proceed to Taxpayer's Payment Lounge 1.1Present the approved Computerized Business Tax Bill at the assigned Counter flash on the queuing screen and pay the required amount 1.2Receive the computerized Business tax official receipts	1.Accept the approved computerized Business Tax Bill and payment 1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the bank's name, date, amount and check number 1.2Validate payment and issue computerized Business Tax official receipts	As stated in the Business Tax Bill	10 minutes	Local Revenue Collection Officer Taxpayers Payment Lounge
Total			10 minutes	