



SP 2676, S-2018 dated Mar. 14, 2018 Use of QC Hall Parking 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt	order of payment issued by GSD personnel 2. Issue official receipt	in the order of payment		
Total			5 minutes	

COLLECTION OF MARKET BUSINESS TAX AND OTHER FEES

Collecting fees from Public and Private Markets and slaughterhouses as per order of payments issued by other revenue generating departments

Office or Division:	Market Section-Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC taxpayers engaging in Market Business (Private and Public) street vendors, meat vendors, market stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Market Stallholders: 1 st Quarter Sales Declaration and Evaluation Form Business Permit Latest tax bill and official receipt		City Treasurer's Office Business Permit Licensing Office City Treasurer's Office		
2 nd to 4 th Quarter Previous tax bill and official receipt				
Hawkers, street vendors, transient vendors/others Latest official receipt		City Treasurer's Office		
Liquor Permit Fee Original order of payment		Business Permit Licensing Dept.		
Sealing Fee Original order of payment		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Market Stallholders (Private and Public Markets) 1st Quarter 1. Taxpayer accomplish the Sales Declaration & Evaluation form, present business permit, latest tax bill and official receipt 2. Pay the required amount and receive	<u>City Tax and Regulatory fees</u> 1. Evaluate the submitted requirement 1.1 Assess the Business taxes and regulatory fees 2. Accept payment and Issue Computerized	Based on the amount indicated in the Order of payment	5 minutes	Collector Market Section Assessment Clerk Taxes and Fees Division Local Revenue Collection Officer



<p>official receipt 2.1 Proceed to MDAD</p> <p>2nd Quarter to 4th Quarter 1. Present the previous tax bill and official receipt 2. Pay the required amount and receive official receipt</p>	<p>Official receipt (COR)</p> <p><u>City Tax & Garbage fee</u> 1. Assess the City Tax & garbage fee 2. Accept payment and issue Computerized Official Receipt (COR)</p>		<p>5 minutes</p>	<p>Taxpayers Payment Lounge</p> <p>Collector Market Section</p> <p>Local Revenue Collection Officer Taxpayers Payment Lounge</p>
<p>Hawkers Vending Fee (Street vendors, transient vendors/others 1. Present latest official receipt 2. Pay the required amount and receive official receipt</p>	<p>1. Accept order of payment (no alteration) issued by Market Development Administration Dept. 2. Accept payment and issue official receipt</p>	<p>Based on the market classification and area awarded</p>	<p>5 minutes</p>	<p>Collector</p>
<p>Payment for Slaughter and permit fees, ante mortem, post mortem, entry fee Meat Handlers, Market meat vendors others 1. Submit original order of payment 2. Pay the required amount and receive official receipt</p>	<p>1. Accept order of payment issued by the City Veterinary Office 2. Accept payment and issue official receipt</p>	<p>Based on the amount indicated in the order of payment</p>	<p>5 minutes</p>	<p>Collector</p>
<p>Liquor Permit Fees (Beer, wine, serving/ special permit) Corporation & Single Proprietor (restaurants/retailer /wholesaler, bar, cocktail lounge, carinderia) 1. Taxpayer submit original order of payment 2. Pay the required amount and receive official receipt</p>	<p>1. Accept order of payment issued by the LLRB 2. Accept payment and issue official receipt</p>	<p>Based on the amount indicated in the order of payment</p>	<p>5 minutes</p>	<p>Collector</p>



Sealing Fee 1. Taxpayer submit original order of payment 2. Pay the required amount and receive official receipt	1. Accept order of payment issued by the City Treasurer's Office 2. Accept payment and issue official receipt	Based on the amount indicated in the order of payment	5 minutes	Collector
Total			5 minutes	

SEALING OF WEIGHTS & MEASURES

The Quezon City empowered to levy fees for sealing of weights and measures at such reasonable rates. (Sec. 151 LGC). Every person before using instruments of weights and measures for business, service, commercial or other transactions with the public within the Quezon City shall first have them sealed and pay the corresponding fee, fixed under an ordinance, to the City Treasurer's Office.

Office or Division:	Weights and Measure Unit-Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City taxpayers engaging in business that uses instruments of weights and measures			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Testing/ sealing of weights and measure (ATSWM)		Weights and Measure Unit City Treasurer's Office		
2. Request Letter		Business operator/owner		
3. Weighing scale/instrument for sealing		Business operator/owner		
4. Latest official receipt		Business operator/owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Taxpayer submit request letter and present the weights and measure instrument for sealing	1. Accept the request letter and evaluate if the business permit is valid and the latest tax obligation is settled. 1.1 If the apparatus is found to be defective, the ATSWM shall be disapproved. 1.2 Apparatus is in good condition, issue order of payment	Sealing and registration <u>Mechanical</u> ₱30.00 for 30kgs and below ₱40.00 for 31kgs. and above <u>Digital</u> ₱500.00 fixed	20 minutes	Clerk Weights and Measures Unit
2. Accept order of	2. Receive order		5 minutes	Collector