

PAYMENT OF MISCELLANEOUS TAXES & FEES

Collection of regulatory fees and various user/ service charges as required by law and imposed by revenue generating departments of the Quezon City.

Office or Division:	ice or Division: Miscellaneous Section-Taxes and Fees Division				
Classification:	Simple				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All Quezon City taxpayers engaging in Business, profession and/or transaction				
CHECKLIST OF REC	•	1	WHERE TO SEC	IIDE	
	·	Various rove			
Original order of paymer	•	City	enue generating of	lices of Quezon	
revenue offices (no alter	alion)	City			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTION	BE PAID	TIME	RESPONSIBLE	
PAYMENT OF	ACTION	BEFAID	I IIVIL	INLOF ONSIDEL	
PROFESSIONAL TAX	1. Verify from	₱ 300.00			
RECEIPTS (PTR)	the record of the	(plus	5 minutes	Collector	
All PRC and IBP card	previous	penalty if	Jillillates	Collector	
holders	payment	not			
	2.Accept	updated;			
New:	payment	25% + 2%			
Professionals-	3.lssue	monthly			
previous/currently	Professional	surcharge)			
employed in gov't	Tax Receipts	Surcriarge)			
1.Submit service	Tax recoupts	Additional			
record		cost			
2.Present original PRC		Verification			
ID		fee of			
3.Pay the required fee		₱ 20.00			
o.i ay the required fee		1 20.00			
Renewal:		Cert. true			
Present latest Original		сору			
PTR and photocopy of		₱ 50.00			
latest PTR		1 00.00			
PTR (LAWYERS)					
New:					
Lawyers presents	1. Verify from	₱ 300.00	5 minutes	Collector	
1. Present original IBP	the record of the	(plus	-		
card and original	previous	penalty if			
Certification from	payment (if	not			
Supreme Court	applicable)	updated;			
2.Pay the required fee	2.Accept	25% + 2%			
3.Receive Professional	payment .	monthly			
Tax receipts	3.Issue	surcharge)			
	Professional				
	Tax Receipts				
Renewal:					
Lawyers					
previous/currently					
employed in gov't					
present Service					
Record, original latest					
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PTR and photocopy of latest PTR and IBP card For Representative of Professional/Lawyers 1.Present original (PRC/IBP card), original & photocopy of authorization letter and original and photocopy of gov't issued ID, photocopy of ID of authorized person		Additional cost Verification fee of ₱ 20.00 Cert. true copy ₱ 50.00		
PAYMENT FOR BUILDING, MECHANICAL FENCING, DEMOLITION PERMIT AND CONTRACTOR'S TAX 1.Taxpayer submit original order of payment (no alterations) 2.Pay the required amount 3.Receive the official receipt	1.Issue Official receipt upon payment and presentation of order of payment (no alterations) issued by the Office of the Building Official 2.Accept payment 3.Issue official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR OCCUPANCY PERMIT FEES 1.Taxpayer submit original order of payment (no alterations), photocopy of building permit **Building permit issued on 2010 & prior years, Contractors tax payment will be verified, re-assessed based on the indicated Bill of Materials and Floor area subject to payment of deficiency tax, if any. 2.Pay the required amount and receive official receipt	1.Accept order of payment and payment for occupancy permit fees (no alterations) issued by the Office of the Building Official 2.Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR HEALTH CERTIFICATE, SANITARY PERMIT	1.Accept payment and order of	As stated in the order of	5 minutes	Collector



and PEST CONTROL Fees 1.Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt PAYMENT FOR	payment issued by City Health Department and 2.Issue Official receipt	payment As stated	5 minutes	Collector
OCCUPATIONAL PERMIT FEE, AMENDMENT FEE 1.Taxpayer present original order of payment (no alterations) 2. Pay the required amount and receive official receipt	payment and order of payment issued by Business Permit & Licensing Dept. 2.Issue Official receipt	in the order of payment		
PAYMENT FOR EPWMD FEES and SMOKE BELCHING PENALTY 1.Taxpayer submit original order of payment (no alterations) 2.Pay the required amount and receive official receipt	1.Accept payment and order of payment issued by EPWMD 2.Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR PROSECUTORS CLEARANCE 1.Taxpayer submit original order of payment (no alterations) 2.Pay the required amount and receive official receipt	1.Accept payment and order of payment issued by City Prosecutors Office 2.Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR ANIMAL SHIPPING PENALTY 1.Taxpayer submit original order of payment (no alterations) 2.Pay the required amount and receive official receipt	1.Accept payment and order of payment issued by City Veterinarian Office 2.Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR CIVIL REGISTRY FEES 1.Taxpayer submit	1.Accept payment and order of	As stated in the	5 minutes	Collector



			T	
original order of	payment issued	order of		
payment (no	by Civil Registry	payment		
alterations)	Department			
2.Pay the required	2.Issue Official			
amount and receive	receipt			
official receipt				
PAYMENT FOR	1.Accept			
CLEARANCE,	payment and	As stated	5 minutes	Collector
CERTIFICATION,	order of	in the	O minutes	Collector
AUTHENTICATION	payment issued	order of		
	by PLEB			
1.Taxpayer submit	2.Issue Official	payment		
original order of				
payment (no	receipt			
alterations)				
2.Pay the required				
amount and receive				
official receipt				
PAYMENT FOR OVR	1.Accept			
and TERMINAL FEE	payment and	As stated	5 minutes	Collector
1.Taxpayer submit	order of	in the		
original order of	payment issued	order of		
payment (no	by Dept. of	payment		
alterations)	Public Order	. ,		
2.Pay the required	and Safety			
amount and receive	2.Issue Official			
official receipt	receipt			
PAYMENT FOR	1. Accept			
POLICE CLEARANCE	payment and	As stated	5 minutes	Collector
FEES	order of	in the	O minatoo	Colloctor
1.Taxpayer submit	payment issued	order of		
original order of	by QC Police	payment		
payment (no	Dept.	payment		
1 . ,	2.Issue Official			
alterations)				
2.Pay the required	receipt			
amount and receive				
official receipt	4.4			
PAYMENT FOR	1.Accept			O 11 1
MAYOR'S	payment and	As stated	5 minutes	Collector
CLEARANCE	order of	in the		
1.Taxpayer submit	payment issued	order of		
original order of	by	payment		
payment (no	Administrative			
alterations)	Management			
2.Pay the required	2. Issue Official			
amount and receive	receipt			
official receipt				
PAYMENT FOR TAX	1.Accept			
CERT. OF PAYMENT,	payment and	As stated	5 minutes	Collector
CTC OF RECEIPTS/	order of	in the		
RECORDS	payment issued	order of		
1.Taxpayer submit	by City	payment		
original order of	Treasurer's	. ,		
payment (no	Office			
alterations)	2.Issue Official			
2.Pay the required	receipt			
amount and receive				
T AUTOUTH AUTO TELEIVE			i	



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official receipt				
PAYMENT FOR TAX	1.Accept			
DECLARATION, TAX	payment and	As stated	5 minutes	Collector
MAP, CERT. OF NO	order of	in the	5 mmates	001100101
TITLE, PENALTY	payment issued	order of		
1				
FOR LATE	by City	payment		
TRANSFER OF TAX	Assessor's			
DECLARATION	Office			
1.Taxpayer submit	2.Issue Official			
original order of	receipt			
payment (no				
alterations)				
2.Pay the required				
amount and receive				
official receipt				
PAYMENT FOR	1.Accept			
	-	Ac stated	5 minutes	Collogtor
CERTIFICATION OF	payment and	As stated	ว minutes	Collector
RECORDS	order of	in the		
1.Taxpayer submit	payment issued	order of		
original order of	by Office of the	payment		
payment (no	City Secretary			
alterations)	2.Issue Official			
2.Pay the required	receipt			
amount and receive				
official receipt				
PAYMENT FOR	1.Accept			
RECON, RENEWAL,	payment and	As stated	5 minutes	Collector
CHANGE OF UNIT,	order of	in the	3 minutes	Collector
1				
NEW FRANCHISE,	payment issued	order of		
PENALTY	by Tricycle	payment		
1.Taxpayer submit	Regulatory Unit			
original order of	2.Issue Official			
payment (no	receipt			
alterations)				
2.Pay the required				
amount and receive				
official receipt				
PAYMENT FOR	1.Accept			
LOCATIONAL	payment and	As stated	5 minutes	Collector
CLEARANCE FEE	order of	in the	o minutes	Collector
.Taxpayer submit	payment issued	order of		
original order of	by City Planning	payment		
payment (no	& Devt. Dept.			
alterations)	2.Issue Official			
2.Pay the required	receipt			
amount and receive				
official receipt				
PAYMENT FOR	1.Accept			
ELECTRICAL FEE &	payment and	As stated	5 minutes	Collector
LIBRARY FEES	order of	in the		
1.Taxpayer submit	payment issued	order of		
original order of	by City Library	payment		
payment (no	Dept.	payment		
, ,	2.Issue Official			
alterations)				
2.Pay the required	receipt			
amount and receive	1			1



official receipt				
PAYMENT FOR	1.Accept			
ELECTRICAL FEE	•	As stated	5 minutes	Collector
	payment and order of		5 minutes	Collector
1.Taxpayer submit		in the		
original order of	payment issued	order of		
payment (no	by City	payment		
alterations)	Engineering			
2.Pay the required	Dept.			
amount and receive	2.Issue Official			
official receipt	receipt			
PAYMENT FOR	1. Accept			
ELECTRICAL FEE	payment and	As stated	5 minutes	Collector
1.Taxpayer submit	order of	in the		
original order of	payment issued	order of		
payment (no	by City General	payment		
alterations)	Services Dept.	payment		
2.Pay the required	2.Issue Official			
amount and receive	receipt			
official receipt	4 4			
ISSUANCE OF	1.Accept the	Δ		0 " '
CERTIFIED TRUE	submitted duly	As stated	5 minutes	Collector
COPY	accomplished	in the		
1.Taxpayer accomplish	Unified request	order of		
and submit Unified	form with	payment		
request form,	complete			
authorization letter with	requirements			
photocopy of gov't	2.Issue official			
issued ID of	receipt			
representative and	·			
taxpayer				
2.Pay the required				
amount and receive				
official receipt				
FRANCHISE	1.Accept			
REGISTRATION FEE	payment and	As stated	5 minutes	Collector
(New/Renewal)	order of	in the	O minutos	Odilodioi
Tricycle	payment issued	order of		
1	, ,			
drivers/operators	by TRU	payment		
1.Taxpayer submit	2.Issue official			
original order of	receipt			
payment (no				
alterations)				
2.Pay the required				
amount and receive				
official receipt				
RENTAL FEE	1.Accept			
Facility Renters/Users	payment and	As stated	5 minutes	Collector
1.Taxpayer submit	order of	in the		
original order of	payment issued	order of		
payment (no	by Amoranto	payment		
alterations)	Complex	. ,		
2.Pay the required	2. Issue official			
amount and receive	receipt			
official receipt	1000161			
PARKING FEE	1.Accept			
As per Ordinance No.	•	As stated	5 minutes	Collector
As per Ordinance NO.	payment and	no stateu	ว IIIIIIนเ ย ่ง	COHECIOI



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-T	axes and Fees	Division	
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC taxpayers	engaging in M	arket Business (Pi	rivate and Public)
			narket stallholders	
CHECKLIST OF RE	QUIREMENTS	1	WHERE TO SECU	JRE
Market Stallholders:				
1 st Quarter				
Sales Declaration and	Evaluation Form		City Treasurer's O	
Business Permit			ess Permit Licens	_
Latest tax bill and offici	al receipt		City Treasurer's O	ffice
2 nd to 4 th Quarter				
Previous tax bill and off	•	(<u> City Treasurer's O</u>	ffice
Hawkers, street vendor		au = -	ee.	
vendors/others		•	City Treasurer's O	ffice
Latest official receipt				
Liquor Permit Fee		D : D :(1: : D :		
Original order of payme	ent	Busin	ess Permit Licens	ing Dept.
Sealing Fee			O'' -	cc:
Original order of payme		City Treasurer's Office		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
Market Stallholders	City Tax and	Based on	5 minutes	Collector
(Private and Public	Regulatory fees	the amount		Market Section
Markets)	1.Evaluate the submitted	indicated in		
1 st Quarter		the Order of		
1.Taxpayer accomplish the Sales	requirement 1.1 Assess the	payment		Assessment
Declaration &	Business taxes			Clerk
Evaluation form,	and regulatory			Taxes and Fees
present business	fees			Division
permit, latest tax bill	2. Accept			DIVIDIO
and official receipt	payment and			Local Revenue
2.Pay the required	Issue			Collection
amount and receive	Computerized			Officer