



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:	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 REQUIREMENTS		WHERE TO SECURE		
Original order of payment generated from revenue offices (no alteration)		Various revenue generating offices of Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAYMENT OF PROFESSIONAL TAX RECEIPTS (PTR) All PRC and IBP card holders New: Professionals-previous/currently employed in gov't 1.Submit service record 2.Present original PRC ID 3.Pay the required fee Renewal: Present latest Original PTR and photocopy of latest PTR	1. Verify from the record of the previous payment 2.Accept payment 3.Issue Professional Tax Receipts	₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge) Additional cost Verification fee of ₱ 20.00 Cert. true copy ₱ 50.00	5 minutes	Collector
PTR (LAWYERS) New: Lawyers presents 1. Present original IBP card and original Certification from Supreme Court 2.Pay the required fee 3.Receive Professional Tax receipts Renewal: Lawyers previous/currently employed in gov't present Service Record, original latest	1. Verify from the record of the previous payment (if applicable) 2.Accept payment 3.Issue Professional Tax Receipts	₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge)	5 minutes	Collector



<p>PTR and photocopy of latest PTR and IBP card</p> <p>For Representative of Professional/Lawyers</p> <p>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</p>		<p>Additional cost</p> <p>Verification fee of ₱ 20.00</p> <p>Cert. true copy ₱ 50.00</p>		
<p>PAYMENT FOR BUILDING, MECHANICAL FENCING, DEMOLITION PERMIT AND CONTRACTOR'S TAX</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount</p> <p>3. Receive the official receipt</p>	<p>1. Issue Official receipt upon payment and presentation of order of payment (no alterations) issued by the Office of the Building Official</p> <p>2. Accept payment</p> <p>3. Issue official receipt</p>	<p>As stated in the order of payment</p>	<p>5 minutes</p>	<p>Collector</p>
<p>PAYMENT FOR OCCUPANCY PERMIT FEES</p> <p>1. Taxpayer submit original order of payment (no alterations), photocopy of building permit</p> <p>**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.</p> <p>2. Pay the required amount and receive official receipt</p>	<p>1. Accept order of payment and payment for occupancy permit fees (no alterations) issued by the Office of the Building Official</p> <p>2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>5 minutes</p>	<p>Collector</p>
<p>PAYMENT FOR HEALTH CERTIFICATE, SANITARY PERMIT</p>	<p>1. Accept payment and order of</p>	<p>As stated in the order of</p>	<p>5 minutes</p>	<p>Collector</p>



and PEST CONTROL Fees 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt	payment issued by City Health Department and 2. Issue Official receipt	payment		
PAYMENT FOR OCCUPATIONAL PERMIT FEE, AMENDMENT FEE 1. Taxpayer present original order of payment (no alterations) 2. Pay the required amount and receive official receipt	1. Accept payment and order of payment issued by Business Permit & Licensing Dept. 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector
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



original order of payment (no alterations) 2. Pay the required amount and receive official receipt	payment issued by Civil Registry Department 2. Issue Official receipt	order of payment		
PAYMENT FOR CLEARANCE, CERTIFICATION, AUTHENTICATION 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 PLEB 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR OVR and TERMINAL FEE 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 Dept. of Public Order and Safety 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR POLICE CLEARANCE FEES 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 QC Police Dept. 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR MAYOR'S 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 Administrative Management 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR TAX CERT. OF PAYMENT, CTC OF RECEIPTS/ RECORDS 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive	1. Accept payment and order of payment issued by City Treasurer's Office 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector



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



official receipt				
PAYMENT FOR ELECTRICAL FEE 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 Engineering Dept. 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector
PAYMENT FOR ELECTRICAL FEE 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 General Services Dept. 2. Issue Official receipt	As stated in the order of payment	5 minutes	Collector
ISSUANCE OF CERTIFIED TRUE COPY 1. Taxpayer accomplish and submit Unified request form, authorization letter with photocopy of gov't issued ID of representative and taxpayer 2. Pay the required amount and receive official receipt	1. Accept the submitted duly accomplished Unified request form with complete requirements 2. Issue official receipt	As stated in the order of payment	5 minutes	Collector
FRANCHISE REGISTRATION FEE (New/Renewal) Tricycle drivers/operators 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 TRU 2. Issue official receipt	As stated in the order of payment	5 minutes	Collector
RENTAL FEE Facility Renters/Users 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 Amoranto Complex 2. Issue official receipt	As stated in the order of payment	5 minutes	Collector
PARKING FEE As per Ordinance No.	1. Accept payment and	As stated	5 minutes	Collector



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