



	payment and issue official receipt			Collector
4. Present the original and submit and photocopy of tax bill and official receipt	4. Receive the submitted copy of official receipt		5 minutes	Revenue Examiner
4.1 Receive the approved Letter of Confirmation (LOC)	4.1 Prepare the Letter of Confirmation for approval of the City Treasurer upon full payment of any tax deficiency		10 minutes	City Treasurer
				Releasing Clerk Examination Division
	Total		10 days & 40 minutes	

ISSUANCE OF COMMUNITY TAX CERTIFICATE (INDIVIDUAL)

Community Tax Certificate shall be issued to every person or corporation upon payment of the Community tax. A community tax shall be paid in place of residence of the individual or in the place where the principal office of the juridical entity is located. (Art. 246 (e) Sec. 160, LGC)

Office or Division:	Community Tax Certificate Section-Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City residents, business owners and taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Declaration Form (CTDF)		CTC Section		
2. Government Issued valid ID		DFA, SSS, GSIS, Comelec, LTO		
3. New Business: Single Proprietor Certificate of Registration		Department of Trade and Industry (DTI)		
4. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator)		City Treasurer's Office		
5. Individual: Proof of income, payslip, BIR Form 2316		Company, BIR		
6. Claiming of paid CTC Single Proprietor Original tax bill and official receipt (Duplicate or pink copy of official receipts)		City Treasurer's Office Taxpayer's Payment Lounge		
7. For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative		Owner or client being represented DFA, SSS, GSIS, Comelec, LTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New Business: 1. Taxpayer accomplish	1. Accept the accomplished	Amount	5 minutes	Collector



community tax declaration form (CTDF) and present date of registration of business	CTDF and required documents 2.Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF	to be paid depends on the income of taxpayer		CTC Section
2.Pay the required amount and receive the computerized community tax certificate (CTC)	1.Accept the payment and release the computerized CTC		5 minutes	Collector CTC Section
Total			10 minutes	
Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of information	1. Accept the accomplished CTDF and required documents 2.Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF	Amount to be paid depends on the income of taxpayer	5 minutes	Collector CTC Section
2.Pay the required amount and receive the computerized community tax certificate (CTC)	1.Accept the payment and release the computerized CTC			
Total			5 minutes	
Individual 1.Taxpayer accomplish CTDF and proceed to the counter intended for encoding of information	1. Accept the accomplished CTDF 2.Encode the pertinent information declared on CTDF thru a system which automatically computes tax due based on	Amount to be paid depends on the income of taxpayer	5 minutes	Collector



	the declared gross salaries/ compensation on the CTDF			
2. Pay the required amount and receive the computerized community tax certificate (CTC)	2. Accept the payment and release the computerized CTC			Collector
Total			5 minutes	
Claiming of paid CTC Single Proprietor 1. Taxpayer present original tax bill and duplicate or pink copy of official receipts	1. Search Mayor's permit no. (MP) thru the system and print CTC based on presented documents	Included in the payment of Business Tax	5 minutes	Collector
2. Receive the computerized community tax certificate (CTC)	2. Release computerized CTC			
Total				
ISSUANCE OF CERTIFIED TRUE COPY				
1. Taxpayer accomplish unified request form, present to Counter 24 and accept order of payment	1. Accept accomplished form and issue order of payment		5 minutes	Clerk CTC Section
2. Pay the required fee at Miscellaneous Section	2. Accept payment and issue official receipt			Collector Miscellaneous Section
3. Present Official receipt at Releasing counter 24 and wait for the release of your requested certified true copy	3. Process and release the requested certified true copy		5 minutes	Clerk CTC Section
Total			10 minutes	

ISSUANCE OF COMMUNITY TAX CERTIFICATES (CORPORATION)

Community Tax Certificate shall be issued to every person or corporation upon payment of the Community tax. A community tax shall be paid in place of residence of the individual or in the place where the principal office of the juridical entity is located. (Art. 246 (e) Sec. 160, LGC)

Office or Division:	Community Tax Certificate Section-Taxes and Fees Division
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Quezon City residents, business owners and taxpayers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE