



	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	
<b>Claiming of paid CTC Single Proprietor</b> 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				
<b>ISSUANCE OF CERTIFIED TRUE COPY</b>				
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)

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



1. Community Tax Declaration Form (CTDF)		CTC Section		
2. Government Issued valid ID		DFA, SSS, GSIS, Comelec, LTO		
3. <b>New Business:</b> Certificate of Registration		Securities and Exchange Commission Cooperative Development Authority		
4. <b>Renewal of Business:</b> Proof of Income (Approved business tax declaration by an evaluator) ITR/Financial Statement if principal office is located outside Quezon City For Real Property Owner-Real property tax bill		City Treasurer's Office		
5. <b>Claiming of paid CTC Corporation</b> Original tax bill and official receipt (Duplicate or pink copy of official receipts)		City Treasurer's Office Taxpayer's Payment Lounge		
For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative		DFA, SSS, GSIS, Comelec, LTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>New Business:</b> 1. Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business	1. Accept the accomplished CTDF and required documents 2. Encode the pertinent information declared on CTDF thru a system which automatically computes tax due based on the declared gross sales on the CTDF	Amount to be paid depends on the income of taxpayer	5 minutes	Collector
2. Pay the required amount and receive the computerized community tax certificate (CTC)	1. Accept the payment and release the computerized CTC			Collector
Total			5 minutes	
<b>Renewal of Business:</b> 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by an 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	Amount to be paid depends on the income of taxpayer	5 minutes	Collector



	compute tax due based on the declared gross sales on the CTDF			
2. Pay the required amount and receive the computerized community tax certificate (CTC)	1. Accept the payment and release the computerized CTC			Collector
Total			5 minutes	
<b>Claiming of paid CTC Corporation</b> 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			5 minutes	
<b>ISSUANCE OF CERTIFIED TRUE COPY</b>				
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 Counter 24 and wait for the release of your requested certified true copy	3. Process and release the requested certified true copy			Clerk CTC Section
Total			5 minutes	