

	1	l		,
	the declared gross salaries/			
	compensation on the CTDF			
2.Pay the required	2.Accept the			Collector
amount and receive	payment and release the			
the computerized community tax	computerized			
certificate (CTC)	CTC			
	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	2.Release			
computerized	computerized CTC			
community tax certificate (CTC)				
	Total			
<b>ISSUANCE OF CERTIF</b>	IED 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		



	·:				
1.Community Tax Declaration Form (CTDF)		CTC Section			
2.Government Issued valid ID		DFA,SSS, GSIS, Comelec, LTO			
3.New Business:			Securities and Exchange Commission		
Certificate of Registration	n	Cooperative Development Authority			
4. Renewal of Business: Proof of Income		City Treasurer's Office			
(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					
5. Claiming of paid CTC Corporation		City Treasurer's Office			
Original tax bill and offici	al receipt	Taxpayer's Payment Lounge			
	(Duplicate or pink copy of official receipts				
For Representative: Auth		DFA,SSS, GSIS, Comelec, LTO			
with a photocopy of gove					
valid ID of the person be	0				
and the ID of the represe					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
New Business:	ACTION	BE PAID	TIME	RESPONSIBLE	
	1. Accept the accomplished	Amount	5 minutes	Collector	
1.Taxpayer accomplish community tax	CTDF and	to be paid	5 minutes	Collector	
declaration form	required	depends			
(CTDF) and present	documents	on the			
date of registration of	2.Encode the	income of			
business	pertinent	taxpayer			
	information	anpayor			
	declared on				
	CTDF thru a				
	system which				
	automatically				
	computes tax				
	due based on				
	the declared				
	gross sales on				
	the CTDF				
2.Pay the required	1.Accept the			Collector	
amount and receive	payment and				
the computerized	release the				
community tax	computerized				
certificate (CTC)	CTC		5 minutes		
Renewal of Business:	Total 1. Accept the		5 minutes	Collector	
1.Taxpayer accomplish	accomplished	Amount	5 minutes	CONECION	
community tax	CTDF and	to be paid			
declaration form	required	depends			
(CTDF) and present	documents	on the			
the approved business	2.Encode the	income of			
tax declaration by an	pertinent	taxpayer			
evaluator	information				
1.1 Taxpayer proceed	declared on				
to the counter intended	CTDF thru a				
for encoding of	system which				
information	automatically				
		•		•	



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