



## ASSESSMENT OF BUSINESS TAX (IN PERSON APPLICATION)

Performing proper computation and billing of Business Tax prior to actual payment

<b>Office or Division:</b>	Taxes and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All QC taxpayers engaging in Business and professional services			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Sales Declaration and Evaluation Form		Evaluator's Area		
2.Current year's Community Tax Certificate issued in QC or other LGUs (If available)		City Treasurer's Office/ other LGUs		
3.Preceding year's (Mayor's Permit/Business permit		Online - Business Permit and Licensing Department (BPLD)		
4.Preceding year's business tax bill and Official Receipts		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1<sup>st</sup> Quarter</b> 1.Present the filled-out Sales Declaration and other required documents 1.1 Inform your preferred payment term (e.g. quarterly, semi-annual or annual etc.) 2. Receive computerized acknowledgement receipt 3. Wait for the approved email from final reviewer & final approver	1. Accept the filled-out Sales Declaration and other required documents. 1.1 Encode thru the system all pertinent information from the business permit and compute City Tax and regulatory fees 1.2 Issue computerized acknowledgement receipt 1.3 Inform tax payer to wait for the final reviewer & final approver's email approval  2. Transmit the documents from Level 1 to Level 2 examiners for Final Review 2.1 Final Review of documents for possible adjustment of taxes and fees depending on examiner's findings and/or request for additional pertinent	Depends on the ff: -line of business -Gross Sales -Area of establishment	Simple Transaction ➤ with 1 account only: 20 minutes  ➤ with 2-4 accounts: 1 hour and 20 minutes   10 minutes	Assessment Officer Taxes and Fees Division



	documents 2.2 Print out of draft Tax Bill 2.3 Transmit the documents with the draft Tax Bill to Final Approver  3. Final Approval shall approve the draft Tax Bill 3.1 Final Approval may request for a more in-depth review of assessment or request for additional documents		10 minutes	
<b>2<sup>nd</sup>-4<sup>th</sup> Quarter</b> 1. Present the previous business tax bill and official receipt 1.1 Inform your preferred payment term (e.g. quarterly or semi-annual) 1.2 Receive computerized acknowledgement receipt 2. Wait for the approved tax bill	1. Accept the previous' business tax bill and check the Mayor's Permit number thru system 1.1 Issue computerized acknowledgement receipt 1.2 Inform tax payer to wait for the approved tax bill		10 minutes	Assessment Officer Taxes and Fees Division

### ASSESSMENT OF BUSINESS TAX (ONLINE APPLICATION)

Performing proper computation and billing of Business Tax prior to actual payment

<b>Office or Division:</b>	Taxes and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All QC taxpayers engaging in Business and professional services			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Sales Declaration and Evaluation Form		<a href="http://qceservices.quezoncity.gov.ph">qceservices.quezoncity.gov.ph</a>		
2. Current year's Community Tax Certificate issued in QC or other LGUs (If available)		City Treasurer's Office/ other LGUs		
3. Preceding year's (Mayor's Permit/Business permit)		Online - Business Permit and Licensing Department (BPLD)		
4. Preceding year's business tax bill and Official Receipts		City Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1<sup>st</sup> Quarter</b> 1. Log-in to <a href="http://qceservices.quezoncity.gov.ph">qceservices.quezoncity.gov.ph</a> 1.2 Once logged in,	1. Get an applicant in queue. 1.1 Review all	Depends on the ff: -line of business	Within the day of the application (during office)	Assessment Officer Taxes and Fees Division