



	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	
2nd-4th Quarter 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

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC taxpayers engaging in Business and professional services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sales Declaration and Evaluation Form		qceservices.quezoncity.gov.ph		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1st Quarter 1. Log-in to qceservices.quezoncity.gov.ph 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



<p>click "Pay Business Tax". You will be redirected to Business Tax Payment Page</p> <p>1.3 Click "Proceed with Business Tax Assessment"</p> <p>1.4 Click "Submit Online Sales Declaration"</p> <p>1.5 Select an application type, either "Not Registered in BIR" or "Registered in BIR" then proceed.</p> <p>1.6 Input your Mayor's Permit Number and SEC/DTI/CDA Number. Then, click "Next"</p> <p>1.7 Input all the necessary details and upload all necessary documents. Then, click "Continue"</p> <p>1.8 Success prompt will be displayed together with your Tracking Number and get an email notification upon submission of application.</p> <p>2. Wait for the approved email from final reviewer & final approver</p>	<p>uploaded documents.</p> <p>1.2 Encode thru the system all pertinent information from the uploaded documents and compute City Tax and regulatory fees</p> <p>1.3 Approve the tax assessment</p> <p>2. Approval of the final reviewer</p> <p>2.1 Final Reviewer may request for additional documents</p> <p>3. Approval of the City Treasurer</p> <p>3.1 Final Approver (City Treasurer) may request for more documents or a more in-depth review of application</p>	<p>-Gross Sales</p> <p>-Area of establishment</p>	<p>hours)</p> <p>10 minutes</p> <p>10 minutes</p>	
<p><u>2nd-4th Quarter</u></p> <p>1. Log-in to qceservices.quezoncity.gov.ph</p> <p>1.1 Once logged in; click "Pay Business Tax". You will be redirected to Business Tax Payment Page</p> <p>1.2 Click "Proceed with Business Tax Assessment"</p> <p>1.4 Input all the necessary details and your preferred payment term (e.g. quarterly or semi-annual) Then, click "Continue"</p> <p>1.2 Success prompt will be displayed together with your Tracking Number and get an email notification upon submission of application.</p> <p>2. Wait for the approved tax bill via email</p>	<p>1. Get an applicant in queue.</p> <p>1.1 Compute the total tax due based on the selected payment term (e.g. quarterly or semi-annual) of the taxpayer then submit for approval</p> <p>1.2 Approve the tax assessment</p>	<p>Depends on the ff:</p> <p>-line of business</p> <p>-Gross Sales</p> <p>-Area of establishment</p>	<p>Within the day of the application (during office hours)</p>	<p>Assessment Officer Taxes and Fees Division</p>