



## CANCELLATION OF BUSINESS AND REAL PROPERTY TAX PAYMENT

Business and Real Property tax payments are collected and validated through issuance of Computerized Official Receipts. Computerized official receipts (COR) issued within the day can be cancelled on a valid reason.

<b>Office or Division:</b>	Cash Division – Payment Lounge Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Quezon City Business Owners / Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Computerized Business and Real Property Tax Bill. (duly approved/signed by City Treasurer or his deputized signatory)		Business Assessment Lounge and Real Property Assessment Lounge		
2. Cash / Manager, Cashier and / or Personal / Company Check.		Business Owner and Real Property Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Proceed to Taxpayer's Payment Lounge.  1.1Present the approved Computerized Tax Bill at the assigned Counter flashed on the queuing screen and pay the required amount or receive the amount from the cancelled tax bill.	1.Accept the approved computerized Tax Bill and payment.  1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank name, check number and date.  1.2Already validated tax bills shall be cancelled if the Taxpayer and the collector collectively observed that there were discrepancies such as double payment, properties paid were not theirs or insufficient funds by the taxpayer to settle the whole payment.	None or whatever stated in the Tax Bill	One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills provided by the owner	Local Revenue Collection Officer, Taxpayers In the Payment Lounge and the Head of the Payment Lounge Section
Total			10 minutes / bulk dependent	