



2. Receive a letter or phone call informing the credited tax claim or not	2. Prepare the Tax Credit Application of payment form specifying the detailed tax credit claim information 2.1 Recommending Approval of the assessment form 2.2 Approval of the tax credit claim 2.3 Encode the credited tax claim on the Real Property Tax Module			Clerk Real Estate Division  Chief Real Estate Division  City Treasurer  Assessment Clerk Real Estate Division
Total			7 days and 25 minutes	
<ul style="list-style-type: none"> <li>Processing period of Real Property Tax Credit depends on the nature of claim or case of transaction provided</li> </ul>				

### COLLECTION OF BUSINESS TAX (WALK-IN)

Business tax payments are collected and validated through issuance of Computerized Official Receipts

<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 Tax Bill (duly approved/signed by City Treasurer or his deputized signatory).		Business Assessment Lounge		
2. Cash/Manager, Cashier and/or Personal/Company Check.		Business 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.  1.1 Present the approved Computerized Business Tax Bill at the assigned Counter flashed on the queuing screen and pay the required amount.  1.2 Receive the computerized Business tax official receipts.	1. Accept the approved computerized Business Tax Bill and payment.  1.1 Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank name, check number and date.  1.2 Validate payment and issue computerized	As stated in the Business Tax Bill	One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills presented by the business owner/authorized representative of the owner	Local Revenue Collection Officer and Taxpayers In the Payment Lounge



	Business Tax official receipts.			
Total			10 minutes	
<p>Note: The processing time per tax bill depends on the number / bulk of tax bill presented to the assigned collector</p> <ul style="list-style-type: none"> <li>• Payment of taxes made through <u>Personal/Company Checks</u> will be released after ten (10) working days clearing period upon presentation of Acknowledgment Receipt by the taxpayers to the assigned guard at the Taxpayers Payment Lounge</li> <li>• Business Tax Computerized Official Receipts validated can be cancelled on a valid reason within the day it was issued</li> </ul>				

### COLLECTION OF REAL PROPERTY TAX (WALK-IN)

Real Property tax payments are collected and validated through issuance of Computerized Official Receipts

<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 Real Property Owners /Developers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Computerized Real Property Tax Bill		Real Property Assessment Lounge		
2. Cash/Manager, Cashier and/or Personal/Company Check.		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.  1.1 Present the Computerized Real Property Tax Bill at the assigned Counter flashed on the queuing screen and pays the required amount.  1.2 Receive the computerized Real Property tax official receipts.	1. Accept the approved computerized Real Property Tax Bill and payment.  1.1 Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank's name, check number and date.  1.2 Validate payment and issue computerized Real Property Tax official receipts.	As stated in the Real Property Tax Bill	One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills presented by the real property owner	Local Revenue Collection Officer and Taxpayers In the Payment Lounge
Total			10 minutes	
<p>Note: The processing time per tax bill depends on the number / bulk of tax bill presented to the assigned collector</p> <ul style="list-style-type: none"> <li>• Payment of taxes made through <u>Personal/Company Checks</u> will be released after Ten (10) working days clearing period upon presentation of Acknowledgment Receipt by the taxpayers to the assigned guard at the Taxpayers Payment Lounge</li> <li>• Real Property Tax Computerized Official Receipts validated can be cancelled on a valid reason within the day it was issued</li> </ul>				