



Lawyers previous/currently employed in gov't present Service Record, original latest PTR and photocopy of latest PTR and IBP card For Representative of Professional/Lawyers 1.Present original (PRC/IBP card), original & photocopy of authorization letter and original and photocopy of gov't issued ID, photocopy of ID of authorized person				Additional cost Verification fee of ₱ 20.00 Cert. true copy ₱ 50.00	
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COLLECTION OF MARKET BUSINESS TAX AND OTHER FEES

Collecting fees from Public and Private Markets and slaughterhouses as per order of payments issued by other revenue generating departments

Office or Division:	City Treasurer's Branch Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC taxpayers engaging in Market Business (Private and Public) street vendors, meat vendors, market stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Market Stallholders: 1 st Quarter Sales Declaration and Evaluation Form Business Permit Latest tax bill and official receipt 2 nd to 4 th Quarter Previous tax bill and official receipt		City Treasurer's Branch Office Business Permit Licensing Office City Treasurer's Office City Treasurer's Branch Office		
Hawkers, street vendors, transient vendors/others Latest official receipt		City Treasurer's Office		
Liquor Permit Fee Original order of payment		Business Permit Licensing Dept.		
Sealing Fee Original order of payment		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Market Stallholders (Private and Public Markets) 1st Quarter 1. Taxpayer accomplish the Sales Declaration &	<u>City Tax and Regulatory fees</u> 1. Evaluate the submitted requirement 1.1 Assess the Business taxes	Based on the amount indicated in the Order of payment	5 minutes	Collector Market Section Assessment Clerk



<p>Evaluation form, present business permit, latest tax bill and official receipt 2. Pay the required amount and receive official receipt 2.1 Proceed to MDAD</p> <p>2nd Quarter to 4th Quarter 1. Present the previous tax bill and official receipt 2. Pay the required amount and receive official receipt</p>	<p>and regulatory fees 2. Accept payment and Issue Computerized Official receipt (COR)</p> <p><u>City Tax & Garbage fee</u> 1. Assess the City Tax & garbage fee 2. Accept payment and issue Computerized Official Receipt (COR)</p>		<p>5 minutes</p>	<p>Taxes and Fees Division Local Revenue Collection Officer Collector Market Section Local Revenue Collection Officer</p>
<p>Hawkers Vending Fee (Street vendors, transient vendors/others 1. Present latest official receipt 2. Pay the required amount and receive official receipt</p>	<p>1. Accept order of payment (no alteration) issued by Market Development Administration Dept. 2. Accept payment and issue official receipt</p>	<p>Based on the market classification and area awarded</p>	<p>5 minutes</p>	<p>Collector</p>
<p>Payment for Slaughter and permit fees, ante mortem, post mortem, entry fee Meat Handlers, Market meat vendors others 1. Submit original order of payment 2. Pay the required amount and receive official receipt</p>	<p>1. Accept order of payment issued by the City Veterinary Office 2. Accept payment and issue official receipt</p>	<p>Based on the amount indicated in the order of payment</p>	<p>5 minutes</p>	<p>Collector</p>
<p>Liquor Permit Fees (Beer, wine, serving/ special permit) Corporation & Single Proprietor (restaurants/retailer /wholesaler, bar , cocktail lounge, carinderia) 1. Taxpayer submit</p>	<p>1. Accept order of payment issued by the LLRB 2. Accept payment and issue official receipt</p>	<p>Based on the amount indicated in the order of payment</p>	<p>5 minutes</p>	<p>Collector</p>



original order of payment 2. Pay the required amount and receive official receipt				
Sealing Fee 1. Taxpayer submit original order of payment 2. Pay the required amount and receive official receipt	1. Accept order of payment issued by the City Treasurer's Office 2. Accept payment and issue official receipt	Based on the amount indicated in the order of payment	5 minutes	Collector
Total			5 minutes	