



<b>PARKING FEE</b> 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt	1. Accept payment and order of payment issued by GSD personnel 2. Issue official receipt	₱ 30.00 for the first 3 hours; ₱ 10.00 for every succeeding hours  ₱ 20.00 fixed rate for motorcycle  FREE 3 hours parking fee for QC Senior Citizens; ₱ 10.00 for every succeeding hours  Additional ₱150.00 to current billing for overnight parking	10 minutes	Miscellaneous Collector
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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

<b>Office or Division:</b>	Market Section - 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 Market Business (Private and Public) street vendors, meat vendors, market stallholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Market Stallholders:</b> 1 <sup>st</sup> Quarter Sales Declaration Form Business Permit Latest tax bill and official receipt 2 <sup>nd</sup> to 4 <sup>th</sup> Quarter Previous tax bill and official receipt		City Treasurer's Office Business Permit Licensing Office City Treasurer's Office  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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Market Stallholders</b> (Private and Public Markets)	1. Accept the filled-out Sales Declaration and	Based on the amount indicated in	10 minutes	Assessment Clerk / Officer Market Section



<p><b><u>1<sup>st</sup> Quarter (In-person Application)</u></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 &amp; signed tax bill from final approver</p>	<p>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 &amp; 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 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</p>	<p>the Order of payment</p>	<p>10 minutes</p> <p>10 minutes</p>	
<p><b><u>2<sup>nd</sup>-4<sup>th</sup> Quarter (In-person Application)</u></b>          1. Present the previous business tax bill and official receipts          1.1 Inform your preferred payment term</p>	<p>1. Accept the previous' business tax bill and check the Mayor's Permit</p>		<p>10 minutes</p>	<p>Assessment Clerk / Officer          Market Section          Taxes and Fees</p>



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



<p>Business Tax Assessment”          1.4 Input all the necessary details and your preferred payment term (e.g. quarterly or semi-annual)          Then, click “Continue”          1.2 Success prompt will be displayed together with your Tracking Number and get an email notification upon submission of application.          2. Wait for the approved tax bill via email</p>	<p>taxpayer then submit for approval          1.2 Approve the tax assessment</p>			
<p><b>Payment for Slaughter and permit fees, ante mortem, post mortem, entry fee</b>          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>10 minutes</p>	<p>Collector Market Section</p>
<p><b>Liquor Permit Fees</b>          (Beer, wine, serving/ special permit)          Corporation &amp; Single Proprietor (restaurants/retailer /wholesaler, bar , cocktail lounge, carinderia)          1. Taxpayer submit original order of payment          2. Pay the required amount and receive official receipt</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>10 minutes</p>	<p>Collector Market Section</p>
<p><b>Sealing Fee</b>          1. Taxpayer 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 Treasurer’s Office          2. Accept payment and issue official receipt</p>	<p>Based on the amount indicated in the order of payment</p>	<p>10 minutes</p>	<p>Collector Market Section</p>