



	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"> • 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 • Business Tax Computerized Official Receipts validated can be cancelled on a valid reason within the day it was issued 				

COLLECTION OF REAL PROPERTY TAX (WALK-IN)

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

Office or Division:	Cash Division – Payment Lounge Section			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Real Property Owners /Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computerized Real Property Tax Bill		Real Property Assessment Lounge		
2. Cash/Manager, Cashier and/or Personal/Company Check.		Real Property Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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"> • 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 • Real Property Tax Computerized Official Receipts validated can be cancelled on a valid reason within the day it was issued 				