



**ISSUANCE OF CERTIFIED TRUE COPY, CERTIFICATE OF RECORDS AND VERIFICATION OF PAYMENT RECORDS FOR BUSINESS AND TRANSFER TAX**

Records, tax delinquency and verification section maintains/ safekeeps records of payments of business and transfer taxpayers, verifies and identifies the delinquent taxpayers and monitors the process of determining the tax collectibles. The records include the triplicate copies of official receipts issued by the City Treasurer's Office.

<b>Office or Division:</b>	Taxes and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All Quezon City taxpayers engaging in Business, profession and/or transaction (Seller, Buyer, Heirs, Donor and Donee of Real Property)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Unified Request Form		Counter 1, 2 or 3		
2. Representative: Special Power of Attorney (SPA), authorization letter with photocopy of government issued ID w/ 3 specimen signatures of both parties; for Corporation: Secretary's Certificate with General Information Sheet		Owner or client being represented		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish the (Unified Request Form) at Counter 1, 2 or 3 and accept order of payment	1. Accept accomplished form and issue order of payment	₱ 50.00 per copy (Certified True Copy) + ₱ 20.00 additional – Verification Fee (non-presentation of any copy of Business or Transfer Tax Receipt/s)	10 minutes (Certified True Copy)	Receiving Clerk Taxes and Fees Division (Records Section)
2. Pay the required fee for CTC (Certified True Copy) or Certificate of Records of Business or Transfer Tax Receipts or Certificate of No Records of Business or Transfer Tax Receipts at Counter 4 or 5 *Make sure to secure Official receipt/s that will be issued upon payment	2. Accept payment and issue official receipt	₱ 100.00 per copy Certificate of Records of Business or Transfer Tax Receipts + ₱ 20.00 additional – Verification Fee	3 working days (Certificate of Records of Business or Transfer Tax Receipts and Certificate of No Records of Business or Transfer Tax Receipts)	Collector Taxes and Fees Division
3. Present Official receipt at Counter 5 and wait for the release of your requested certified true copy	3. Process and release the requested certified true copy			Releasing Clerk Taxes and Fees Division (Records Section)
4. Proceed to Counter 5 at Assessment Section, present official receipt and certified true copy for approval signature	4. Accept official receipt and certified true copy 4.1 Prepare and release certified	₱ 100.00 per copy Certificate of No Records of Business or Transfer	10 minutes	Releasing Clerk Taxes and Fees Division (Assessment Section)



	true copy with signature of the City Treasurer or his duly authorized signatory	Tax Receipts + ₱ 20.00 additional – Verification Fee		Asst. Chief Taxes and Fees Division  City Treasurer
Total			20 minutes (Certified True Copy)  3 working days & 10 minutes (Certificate of Records of Business or Transfer Tax Receipts and Certificate of No Records of Business or Transfer Tax Receipts)	

#### ISSUANCE OF COMMUNITY TAX CERTIFICATE (INDIVIDUAL)

Community Tax Certificate shall be issued to every person or corporation upon payment of the Community tax. A community tax shall be paid in place of residence of the individual or in the place where the principal office of the juridical entity is located. (Art.246 (e) Sec.160, LGC)

<b>Office or Division:</b>	Community Tax Certificate Section-Taxes and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	All Quezon City residents, business owners and taxpayers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Community Tax Declaration Form (CTDF)		CTC Section		
2.Government Issued valid ID		DFA,SSS, GSIS, Comelec, LTO etc.		
3. <b>New Business:</b> Single Proprietor Certificate of Registration		Department of Trade and Industry (DTI)		
4. <b>Renewal of Business:</b> Proof of Income (Approved business tax declaration by an evaluator)		City Treasurer's Office		
5. <b>Individual:</b> Proof of income, payslip, BIR Form 2316		Company, BIR		
6. <b>Claiming of paid CTC Single Proprietor</b> Original tax bill and official receipt (Duplicate or pink copy of official receipts		City Treasurer's Office Cedula Section		
7.For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative w/ 3 specimen signatures of both parties		Owner or client being represented DFA,SSS, GSIS, Comelec, LTO etc.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>New Business:</b> 1.Taxpayer present original tax bill and duplicate or pink copy of	1. Search Mayor's permit no. (MP) thru the system	Included in the payment	10 minutes	Clerk CTC Section