

COLLECTION OF BUSINESS TAX

Business tax payments are collected and validated through issuance of computerized Official receipts

Office or Division:	City Treasurer's Branch Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Business owners/operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SEC	URE
1.Computerized Busines		Cit	y Treasurer's Bran	ch Office
(duly approved/signed by	•			
or his deputized signator				
2. Cash/Manager's or Ca		_	Business Own	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
1.Proceed to Payment	1.Accept the	As stated	10 minutes	Local Revenue
counter	approved	in the		Collection
1.1Present the	computerized	Business		Officer
approved	Business Tax	Tax Bill		CTO
Computerized	Bill and payment			Branch Office
Business Tax Bill at the	1.1Verify the			
assigned Counter flash	existence of			
on the queuing screen	assessment and			
and pay the required	encode the			
amount	amount			
1.2Receive the	tendered			
computerized Business	*for check			
tax official receipts	payment,			
	encode the			
	bank's name,			
	date, amount			
	and check			
	number			
	1.2Validate			
	payment and			
	issue			
	computerized			
	Business Tax			
	official receipts			
Total			10 minutes	

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)

Office or Division:	City Treasurer's Branch Office		
Classification:	Simple		
Type of Transaction:	G2C- Government to Citizen		
Who may avail:	All Quezon City residents, business owners and taxpayers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



1.Community Tax Declaration Form (CTDF) 2.Government Issued valid ID 3.New Businesss: Single Proprietor Certificate of Registration 4. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator) 5. Individual: Proof of income, payslip, BIR Form 2316 6. Claiming of paid CTC Single Proprietor Original tax bill and official receipt (Duplicate or pink copy of official receipts (Duplicate or pink copy of official receipts valid ID of the persentative: Authorization Letter with a photocopy of government issued valid ID of the representative and the ID of the representative CLIENT STEPS AGENCY FEES TO ACTION Respands accomplished CTDF and declaration form (CTDF) and present date of registration of business 1. Taxpayer accomplish community tax declaration form (CTDF) and receipte community tax certificate (CTC) Total Renewal of Business: 1. Accept the amount and receive payment and release the computerized community tax certificate (CTC) Total Renewal of Business: 1. Accept the accomplished community tax certificate (CTC) Total Renewal of Business: 1. Accept the accomplished community tax certificate (CTC) Total Renewal of Business: 1. Accept the accomplished community tax declaration by a gent and declared on CTDF and required documents the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of information declared on CTDF thru a system which available on the computerized community tax declaration by a pertinent information of the condition by a pertinent					PILIPINAS A	
3.New Business: Single Proprietor Certificate of Registration 4. Renewal of Businesss: Proof of Income (Approved business tax declaration by an evaluator) 5.Individual: Proof of income, payslip, BIR Form 2316 6. Claiming of paid CTC Single Proprietor Onginal tax bill and official receipt (Duplicate or pink copy of official receipts 7.For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative CLIENT STEPS AGENCY ACTION New Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 1. Taxpayer accomplish community tax declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax declaration form (CTDF) and present form the computerized community tax declaration form (CTDF) and present elease the computerized community tax declaration form (CTDF) and present the approved business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declared on the counter intended for the counter intended to the coun			City Treasurer's Branch Office			
A. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator) 5. Individual: Proof of income, payslip, BIR Form 2316 6. Claiming of paid CTC Single Proprietor Original tax bill and official receipts 7. For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative CLIENT STEPS AGENCY ACTION New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) thru a system which automatically community tax certificate (CTC) 2. Pay the required amount and receive the community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present declared gross sales on the CTDF Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present declared gross sales on the CTDF CTDF tru a system which accomplished community tax declaration form (CTDF) and present declared gross sales on the CTDF Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a valuator to the counter intended for encoding of evaluator 1. 1 Taxpayer proceed to the counter intended for encoding of evaluator 1. Taxpayer proceed to the counter intended for encoding of evaluator 2. Fenced the person being represented DFA, SSS, GSIS, Comlect Person (CTDF) and present the approved business tax declaration by a valuator to the counter intended for encoding of evaluator to the counter intended for the			DFA,SSS, GSIS, Comelec, LTO			
A. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator) 5. Individual: Proof of income, payslip, BIR Form 2316 6. Claiming of paid CTC Single Proprietor Original tax bill and official receipts 7. For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative CLIENT STEPS AGENCY ACTION New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) thru a system which automatically community tax certificate (CTC) 2. Pay the required amount and receive the community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present declared gross sales on the CTDF Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present declared gross sales on the CTDF CTDF tru a system which accomplished community tax declaration form (CTDF) and present declared gross sales on the CTDF Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a valuator to the counter intended for encoding of evaluator 1. 1 Taxpayer proceed to the counter intended for encoding of evaluator 1. Taxpayer proceed to the counter intended for encoding of evaluator 2. Fenced the person being represented DFA, SSS, GSIS, Comlect Person (CTDF) and present the approved business tax declaration by a valuator to the counter intended for encoding of evaluator to the counter intended for the						
(Approved business tax declaration by an evaluator) 5. Individual: Proof of income, payslip, BIR Form 2316 6. Claiming of paid CTC Single Proprietor Original tax bill and official receipts (Duplicate or pink copy of official receipts and the ID of the person being represented and the ID of the representative CLIENT STEPS ACTION New Business: 1. Taxpayer accomplish community tax declaration for business 1. Tequired declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the computerized community tax declaration form (CTDF) and payent and release the computerized community tax declaration form (CTDF) and payent and release the computerized community tax declaration form (CTDF) and payent and release the computerized community tax declaration form (CTDF) and payent and release the computerized community tax declaration form (CTDF) and required documents 2. Pay the required and receive the computerized community tax declaration form (CTDF) and required documents 2. Pay the required and receive the computerized community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1. Taxpayer proceed to the counter intended for encoding of the computer intended for encoding of the com			,			
Approved business tax declaration by an evaluator) Company, BIR Form 2316	4. Renewal of Business	s: Proof of Income	Ci	City Treasurer'sOffice (Main)		
evaluator) 5.Individual: Proof of income, payslip, BIR Form 2316 6. Claiming of paid CTC Single Proprietor Original tax bill and official receipts (Duplicate or pink copy of official receipts valid ID of the person being represented and the ID of the representative CLIENT STEPS AGENCY ACTION New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present electate on CTDF thru a system which automatically compute tax due based on the declared on CTDF thru a computerized community tax electaration form (ETCTC) 2.Pay the required amount and receive the computerized community tax electaration form (CTDF) and present the approved business: 1. Taxpayer accomplish compute tax due based on the declared on CTDF and release the computerized community tax electaration form (CTDF) and present the approved business tax declaration form (CTDF) and present the approved business tax declaration form (CTDF) and present the approved business tax declaration form (CTDF) and required community tax electaration form (CTDF) and required form (CTDF) and required form the approved business tax declaration by a evaluator information declared on CTDF thru a system which system which and the payment and required for encoding of the person being represented and the ID owner or client being represented DFA,SSS, GSIS, Comelec, LTO Were TESTO PROCESSING PERSON TIME Amount to be paid depends on the total payment and required and to be paid depends depends depends depends documents to be paid depends depends documents and the payment and required declared on complete to be paid depends depends documents	(Approved business tax	declaration by an		•	,	
6. Claiming of paid CTC Single Proprietor Original tax bill and official receipt (Duplicate or pink copy of official receipts 7. For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative CLIENT STEPS ACTION New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 1. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 1. Accept the accomplished CTDF and required documents 2. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 1. Accept the payment and release the computerized community tax certificate (CTC) Total Taxpayer accomplish community tax certificate (CTC) Total Taxpayer accomplish community tax certificate (CTC) Total Taxpayer accomplish community tax declaration form (CTDF) and present the approved business the accomplished computerized computerized computerized computerized community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of	`	·				
6. Claiming of paid CTC Single Proprietor Original tax bill and official receipt (Duplicate or pink copy of official receipts 7. For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative CLIENT STEPS ACTION New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 1. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 1. Accept the accomplished CTDF and required documents 2. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 1. Accept the payment and release the computerized community tax certificate (CTC) Total Taxpayer accomplish community tax certificate (CTC) Total Taxpayer accomplish community tax certificate (CTC) Total Taxpayer accomplish community tax declaration form (CTDF) and present the approved business the accomplished computerized computerized computerized computerized community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of	5.Individual: Proof of in	come, payslip,	Company, BIR			
Proprietor Original tax bill and official receipt (Duplicate or pink copy of official receipts 7.For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the person being represented DFA,SSS, GSIS, Comelec, LTO AGENCY ACTION RESPONSIBLE New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 1. Taxpayer accomplish community tax elease the computerized community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of			7,			
Original tax bill and official receipts (Duplicate or pink copy of official receipts (Duplicate or pink copy of official receipts (Duplicate or pink copy of official receipts (Propresentative Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative and the ID of the ID o	6. Claiming of paid CT	C Single	City Treasurer's Branch Office			
Duplicate or pink copy of official receipts	Proprietor	_		•		
7.For Representative: Authorization Letter with a photocopy of government issued and the ID of the person being represented and the ID of the Person RESPONSIBLE Amount 5 minutes Collector CTO Branch Office on the person the person the person the person the person the computerized community tax declaration form (CTDF and present the approved business accomplished CTDF and present the approved business accomplished to the counter intended for encoding of the counter intended for encoding of system which associated and the person	Original tax bill and offic	ial receipt				
with a photocopy of government issued valid ID of the person being represented and the ID of the representative CLIENT STEPS CLIENT STEPS AGENCY ACTION New Business: 1. Accept the accomplished community tax declaration form (CTDF) and present date of registration of business CTDF thru a system which accompute tax due based on the declared gross sales on the CTDF 2. Pay the required amount and receive the computerized certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to micrometric formation declared on CTDF thru a system which size for the computerized community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to documents and receive the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of	(Duplicate or pink copy of	of official receipts				
valid ID of the person being represented and the ID of the representative CLIENT STEPS ACTION New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 1. Taxpayer accomplished community tax declared on computerized community tax are reliable to the computerized community tax certificate (CTC) Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and required date of registration of business are so in the computerized community tax certificate (CTC) Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of	•					
ACTION SEPS ACTION BE PAID TIME RESPONSIBLE New Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 2.Pay the required amount and receive the computerized community tax certificate (CTC) Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present date on the declared gross sales on the CTDF and release the computerized community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of			DF/	A,SSS, GSIS, Com	nelec, LTO	
CLIENT STEPS	•	.				
New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 2. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2. Pay the required amount and receive the computerized community tax certificate (CTC) Renewal of Business: 1. Taxpayer accomplished CTDF and required documents also in the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of ACTION Amount to be paid depends on the income of taxpayer accomplished CTDF and required documents accomplished community tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of				T		
New Business: 1. Taxpayer accomplish declaration form (CTDF) and present date of registration of business 2.Encode the pertinent information declared on CTDF thru a system which automatized community tax declaration form (CTDF) and present date of Potential information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed for encoding of 1. Accept the accomplish accomplished community tax evaluator 1.1 Taxpayer proceed for encoding of 1. Accept the accomplished accomplished community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed for encoding of 1. Accept the accomplished community tax declared on CTDF thru a system which 1. Accept the income of taxpayer income of taxpayer 5 minutes	CLIENT STEPS					
1.Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business 2.Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the community tax certificate (CTC) Renewal of Business: 1. Accept the payment and release the community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of			BE PAID	TIME	RESPONSIBLE	
community tax declaration form (CTDF) and present date of registration of business 2.Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax certificate (CTC) Renewal of Business: 1. Accept the accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of		•			0 11 (
declaration form (CTDF) and present date of registration of business 2.Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax certificate (CTC) Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of depends on the income of taxpayer accomplish documents on the income of taxpayer accomplished community tax and required documents on the approved business tax declaration by a evaluator 1.1 Taxpayer proceed for encoding of		· ·		5 minutes		
CCTDF) and present date of registration of business Department information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF	-		•			
date of registration of business 2.Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of 2.Encode the pertinent information declared on CTDF thru a system which 2.Encode the partinent informed find the pertinent information declared on CTDF thru a system which		<u> </u>	•		Branch Office	
business pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of pertinent information declared on CTDF thru a system which taxpayer taxpayer taxpayer Deftinent information declared on CTDF thru a system which Laxpayer						
information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized release the community tax certificate (CTC) Total Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of information declared on CTDF thru a system which 5 minutes Collector CTO Branch Office 5 minutes Collector CTO Branch Office CTO CTO Branch Office						
declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of declared on CTDF thru a system which S minutes Collector CTO Branch Office Amount to be paid depends on the income of taxpayer information declared on CTDF thru a system which	Dusiness	1 ·	laxpayei			
CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized community tax certificate (CTC) Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of CTDF thru a system which S minutes Collector CTO Branch Office 5 minutes 5 minutes Collector CTO Branch Office 5 minutes Collector CTO Branch Office 5 minutes Collector CTO Branch Office 5 minutes 5 minutes 5 minutes Collector CTO Branch Office 1 to be paid depends on the income of taxpayer information declared on CTDF thru a system which						
system which automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive payment and release the computerized community tax certificate (CTC) Total Renewal of Business: 1. Accept the accomplish community tax declaration form (CTDF and required declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of system which automatically compute tax due based on the declared on CTDF thru a system which 5 minutes Collector CTO Branch Office 5 minutes Collector CTO Branch Office CTO Branch Office						
automatically compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized release the community tax certificate (CTC) Total Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of automatically compute tax due based on the declared on the declared on the declared on the counter intended for encoding of 5 minutes Collector CTO Branch Office 5 minutes Collector CTO Branch Office CTO Branch Office CTO Branch Office CTD S minutes Collector CTO Branch Office CTD Branch Office						
compute tax due based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized release the community tax certificate (CTC) Renewal of Business: 1.Taxpayer accomplish community tax (CTDF) and present the approved business tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of compute tax due based on the declared on the declared on the declared on the counter intended for encoding of 1.Accept the payment and release the computerized CTO Total 1. Accept the payment and release the computerized CTD Total 1. Accept the payment and release the computerized CTD Total 1. Accept the payment and release the computerized CTD S minutes 5 minutes Collector CTD CTD Branch Office CTD Branch Office						
based on the declared gross sales on the CTDF 2.Pay the required amount and receive the computerized certificate (CTC) Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of based on the declared gross sales on the CTDF 1.Accept the payment and release the computerized computerized computerized computerized computerized computerized computerized CTC Total 10 minutes 5 minutes Collector CTO Branch Office CTD Branch Office CTDF and to be paid depends on the income of taxpayer information declared on CTDF thru a system which		•				
2.Pay the required amount and receive the computerized certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of sales on the CTDF 1. Accept the payment and release the computerized accomplished CTDF and required documents on the income of taxpayer information declared on CTDF thru a system which computerized computeriz		1				
2.Pay the required amount and receive the computerized community tax certificate (CTC) Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of 2.Pay the required payment and 1. Accept the payment and release the computerized CTO Branch Office 5 minutes 5 minutes Collector CTO Branch Office 5 minutes Collector CTO Branch Office CTO Branch Office		declared gross				
2.Pay the required amount and receive the computerized community tax certificate (CTC) Total Renewal of Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of 1.Accept the payment and release the computerized com		sales on the				
amount and receive the computerized community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of payment and release the computerized somputerized computerized computerized computerized somputerized computerized computerized somputerized computerized computerized somputerized computerized somputerized computerized somputerized computerized somputerized computerized somputerized somputer		CTDF				
the computerized community tax certificate (CTC) Total Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of release the computerized CTC Total 10 minutes 5 minutes Collector CTO Branch Office **Collector* CTO Branch Office **Collector* CTO Branch Office **Collector* CTO Branch Office **COILECTOR		· ·	_	5 minutes		
community tax certificate (CTC) Total Total Renewal of Business: 1. Accept the accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of CTC Total 10 minutes 5 minutes COllector CTO Branch Office to be paid depends on the income of taxpayer information declared on CTDF thru a system which						
Total 10 minutes Renewal of Business: 1. Accept the accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of CTC Total 10 minutes 5 minutes Collector CTO Amount to be paid depends on the income of taxpayer information declared on CTDF thru a system which	•				Branch Office	
Renewal of Business: 1. Accept the accomplished community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of Total 1. Accept the accomplished Amount to be paid depends on the income of taxpayer 5 minutes CTD Branch Office 5 minutes CTO Branch Office	•	1				
Renewal of Business: 1. Accept the 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of 1. Accept the accomplished CTDF and to be paid depends on the income of taxpayer 5 minutes Collector CTO Branch Office	certificate (CTC)			40		
1.Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of accomplished CTDF and to be paid depends on the income of tax be pertinent information declared on CTDF thru a system which	Daniel (D.)				0 " .	
community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of CTDF and required depends on the income of taxpayer taxpayer to be paid depends on the income of taxpayer taxpayer		•	A	5 minutes		
declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of required depends on the income of taxpayer taxpayer taxpayer CTDF thru a system which		•				
(CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of documents 2.Encode the income of taxpayer taxpayer taxpayer taxpayer	,		•		branch Office	
the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of 2.Encode the pertinent income of taxpayer		<u> </u>	•			
tax declaration by a pertinent evaluator 1.1 Taxpayer proceed to the counter intended for encoding of pertinent taxpayer taxpayer tax declaration by a pertinent taxpayer taxpayer taxpayer taxpayer taxpayer						
evaluator information 1.1 Taxpayer proceed declared on to the counter intended for encoding of system which						
1.1 Taxpayer proceed declared on to the counter intended for encoding of cTDF thru a system which		•	ιαπράγει			
to the counter intended for encoding of CTDF thru a system which						
for encoding of system which						
	_					
compute tax due						



	based on the				
	declared gross sales on the				
	CTDF				
2.Pay the required	1.Accept the				
amount and receive	payment and				
the computerized	release the				
community tax certificate (CTC)	computerized CTC				
certificate (CTC)	Total		5 minutes		
Individual	1. Accept the	Amount	5 minutes	Collector	
1.Taxpayer accomplish CTDF and proceed to the counter intended for encoding of information	accomplished CTDF 2.Encode the pertinent information declared on CTDF thru a system which automatically computes tax due based on the declared gross sales on	to be paid depends on the income of taxpayer		CTO Branch Office	
	the CTDF			0 " 1	
2.Pay the required amount and receive	2.Accept the payment and			Collector	
the computerized	release the				
community tax	computerized				
certificate (CTC)	CTC				
011111111111111111111111111111111111111	Total		5 minutes	0 " .	
Claiming of paid CTC Single Proprietor 1.Taxpayer present original tax bill and duplicate of pink copy of official receipts	1.Search Mayor's permit no. (MP) thru the system and print CTC based on presented documents	Included in the payment of Business Tax	5 minutes	Collector	
2.Receive the	2.Release				
computerized	computerized				
community tax	CTC				
certificate (CTC)	T-1-1				
Total					
1.Taxpayer accomplish	1.Accept		5 minutes	Collector	
unified request form	accomplished		3	231133131	
and accept order of	form and issue				
payment	order of				
2 Doy the required to	payment				
2.Pay the required fee at the designated	2.Accept payment and				
Counter	issue official				
	receipt				
3. Present Official	3.Process and		5 minutes		
receipt at Releasing counter and wait for	release the requested				



the release of your requested certified true	certified true copy		
сору			
Total		10 minutes	

ISSUANCE OF COMMUNITY TAX CERTIFICATES (CORPORATION)

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)

Office or Division:	City Treasurer's Branch Office				
Classification:	Simple				
Type of Transaction:	G2C- Government to Citizen				
Who may avail:	All Quezon City residents, business owners and taxpayers				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE	
1.Community Tax Declaration Form (CTDF)		City Treasurer's Branch Office			
2.Government Issued valid ID		DFA,SSS, GSIS, Comelec, LTO			
3.New Business: Certificate of Registratio	3.New Business:		Securities and Exchange Commission Cooperative Development Authority		
4. Renewal of Business			City Treasurer's (
(Approved business tax	declaration by an		Branch Office		
evaluator)	if principal office				
ITR/Financial Statement is located outside Quezo					
For Real Property Owne					
tax bill	r real property				
5. Claiming of paid CT	C Corporation	City Treasurer's Office			
Original tax bill and office		Branch Office			
(Duplicate or pink copy of	of official receipts				
For Representative: Autl		DFA,SSS, GSIS, Comelec, LTO			
with a photocopy of gove					
valid ID of the person be					
and the ID of the represe	AGENCY	FEES TO	DDOCESSING	PERSON	
	ACTION	BE PAID	PROCESSING TIME	RESPONSIBLE	
New Business:	1. Accept the				
1.Taxpayer accomplish	accomplished	Amount	5 minutes	Collector	
community tax declaration form	CTDF and	to be paid			
(CTDF) and present	required documents	depends on the			
date of registration of	2.Encode the	income of			
business	pertinent	taxpayer			
2 40.11.000	information	tanpay or			
	declared on				
	CTDF thru a				
	system which				
	automatically				
	computes tax				
	due based on				
	the declared				

75