



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 SECURE		
1.Computerized Business Tax Bill (duly approved/signed by City Treasurer or his deputized signatory)		City Treasurer's Branch Office		
2. Cash/Manager's or Cashier's Check		Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Payment counter 1.1Present the approved Computerized Business Tax Bill at the assigned Counter flash on the queuing screen and pay the required amount 1.2Receive the computerized Business tax official receipts	1.Accept the approved computerized Business Tax Bill and payment 1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the bank's name, date, amount and check number 1.2Validate payment and issue computerized Business Tax official receipts	As stated in the Business Tax Bill	10 minutes	Local Revenue Collection Officer CTO Branch Office
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)		City Treasurer's Branch Office		
2. Government Issued valid ID		DFA, SSS, GSIS, Comelec, LTO		
3. New Business: Single Proprietor Certificate of Registration		Department of Trade and Industry (DTI)		
4. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator)		City Treasurer's Office (Main)		
5. Individual: Proof of income, payslip, BIR Form 2316		Company, BIR		
6. Claiming of paid CTC Single Proprietor Original tax bill and official receipt (Duplicate or pink copy of official receipts)		City Treasurer's Branch Office		
7. For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative		Owner or client being represented DFA, SSS, GSIS, Comelec, LTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business	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	Amount to be paid depends on the income of taxpayer	5 minutes	Collector CTO Branch Office
2. Pay the required amount and receive the computerized community tax certificate (CTC)	1. Accept the payment and release the computerized CTC		5 minutes	Collector CTO Branch Office
Total			10 minutes	
Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by an evaluator 1.1 Taxpayer proceed to the counter intended for encoding of information	1. Accept the accomplished CTDF and required documents 2. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due	Amount to be paid depends on the income of taxpayer	5 minutes	Collector CTO Branch Office



	based on the declared gross sales on the CTDF			
2. Pay the required amount and receive the computerized community tax certificate (CTC)	1. Accept the payment and release the computerized CTC			
Total			5 minutes	
Individual 1. Taxpayer accomplish CTDF and proceed to the counter intended for encoding of information	1. Accept the 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 the CTDF	Amount to be paid depends on the income of taxpayer	5 minutes	Collector CTO Branch Office
2. Pay the required amount and receive the computerized community tax certificate (CTC)	2. Accept the payment and release the computerized CTC			Collector
Total			5 minutes	
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 computerized community tax certificate (CTC)	2. Release computerized CTC			
Total				
ISSUANCE OF CERTIFIED TRUE COPY				
1. Taxpayer accomplish unified request form and accept order of payment	1. Accept accomplished form and issue order of payment		5 minutes	Collector
2. Pay the required fee at the designated Counter	2. Accept payment and issue official receipt			
3. Present Official receipt at Releasing counter and wait for	3. Process and release the requested		5 minutes	



the release of your requested certified true copy	certified true copy			
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 REQUIREMENTS		WHERE TO SECURE		
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 Registration		Securities and Exchange Commission Cooperative Development Authority		
4. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator) ITR/Financial Statement if principal office is located outside Quezon City For Real Property Owner-Real property tax bill		City Treasurer's Office Branch Office		
5. Claiming of paid CTC Corporation Original tax bill and official receipt (Duplicate or pink copy of official receipts		City Treasurer's Office Branch Office		
For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative		DFA,SSS, GSIS, Comelec, LTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New Business: 1.Taxpayer accomplish community tax declaration form (CTDF) and present date of registration of business	1. Accept the accomplished CTDF and required documents 2.Encode the pertinent information declared on CTDF thru a system which automatically computes tax due based on the declared	Amount to be paid depends on the income of taxpayer	5 minutes	Collector