



	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)

Office or Division:	Community Tax Certificate Section-Taxes and Fees Division			
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)		CTC Section		
2.Government Issued valid ID		DFA,SSS, GSIS, Comelec, LTO etc.		
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		
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 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.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New Business: 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



official receipt/s	and print CTC based on presented documents	of Business Tax		
2.Receive the computerized community tax certificate (CTC)	2.Release computerized CTC			
Total			10 minutes	
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	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	10 minutes	Clerk CTC Section
2.Pay the required amount and receive the computerized community tax certificate (CTC)	1.Accept the payment and release the computerized CTC			Collector CTC Section
Total			10 minutes	
Claiming of paid CTC Single Proprietor 1.Taxpayer present original tax bill and duplicate or 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	10 minutes	Clerk CTC Section
2.Receive the computerized community tax certificate (CTC)	2.Release computerized CTC			
Total			10 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 salaries/ compensation on	Amount to be paid depends on the income of taxpayer	10 minutes	Clerk CTC Section



	the CTDF			
2. Pay the required amount and receive the computerized community tax certificate (CTC)	2. Accept the payment and release the computerized CTC			Collector CTC Section
Total			10 minutes	
ISSUANCE OF CERTIFIED TRUE COPY				
1. Taxpayer accomplish unified request form, present to Counter 27 and accept order of payment	1. Accept accomplished form and issue order of payment		10 minutes	Clerk CTC Section
2. Pay the required fee at Miscellaneous Section	2. Accept payment and issue official receipt	₱ 50.00 per copy		Collector Miscellaneous Section
3. Present Official receipt at Releasing counter 27 and wait for the release of your requested certified true copy	3. Process and release the requested certified true copy		10 minutes	Clerk CTC Section
Total			20 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:	Community Tax Certificate Section-Taxes and Fees Division			
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)		CTC Section		
2. Government Issued valid ID		DFA, SSS, GSIS, Comelec, LTO etc.		
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		
5. Claiming of paid CTC Corporation Original tax bill and official receipt (Duplicate or pink copy of official receipts)		City Treasurer's Office Cedula Section		
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		DFA, SSS, GSIS, Comelec, LTO etc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New Business: 1. Taxpayer present original tax bill and	1. Search Mayor's permit no. (MP)	Included in the	10 minutes	Clerk CTC Section