

the release of your requested certified true	certified true copy		
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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:		- 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:		Securities and Exchange Commission		
Certificate of Registratio	n	Coop	erative Developme	ent Authority
4. <b>Renewal of Business</b> : Proof of Income (Approved business tax declaration by an evaluator) ITR/Financial Statement if principal office is located outside Quezon City			City Treasurer's ( Branch Office	
For Real Property Owne tax bill	r real property			
5. <b>Claiming of paid CTC Corporation</b> Original tax bill and official receipt (Duplicate or pink copy of official receipts For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented		City Treasurer's Office Branch Office DFA,SSS, GSIS, Comelec, LTO		
and the ID of the represe				
CLIENT STEPS	AGENCY ACTION	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIB		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



	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			Collector
	Total		5 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 based on the declared gross sales on the CTDF	Amount to be paid depends on the income of taxpayer	5 minutes	Collector
2.Pay the required amount and receive the computerized community tax certificate (CTC)	1.Accept the payment and release the computerized CTC			Collector
<i></i>	Total		5 minutes	
Claiming of paid CTC Corporation 1.Taxpayer present original tax bill and duplicate of pink copy of official receipts 2.Receive the computerized community tax certificate (CTC)	<ul> <li>1.Search Mayor's permit no. (MP) thru the system and print CTC based on presented documents</li> <li>2.Release computerized CTC</li> </ul>	Included in the payment of Business Tax	5 minutes	Collector
	Total		5 minutes	
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<b>ISSUANCE OF CERTIF</b>	IED 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 designated counter	2.Accept payment and issue official receipt			
3. Present Official receipt at the	3.Process and release the			



Counterand wait for the release of your requested certified true copy	requested certified true copy		
	5 minutes		

## PAYMENT OF MISCELLANEOUS TAXES& FEES

Collection of regulatory fees and various user/ service charges as required by law and imposed by revenue generating departments of the Quezon City.

SimpleType of Transaction:Gassification:CHECKLIST OF REQUIREMENTSWHERE TO SECUREOriginal order of payment generated from Callext or transactionCallext colspan="2">WHERE TO SECURECLIENT STEPSAGENCY AGENCYFEES TO PROCESSING PCOSSING PCOSSING PCOSSING PCOSSING PCOSSING PCOSSING PAYMENT OF PCOSSING PAYMENT OF PCOSSINAL PCOSSIN	Office or Division:	City Treasurer's F	Branch Office		
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