



<p>a. Transfer / deposit payment to Landbank QCG Settlement Mother Account (Account No. 1722102300)</p> <p>b. Email the photo of proof of payment and tax assessment / reference slip (received thru email or QC eservices) to business taxpayment.cto@quezoncity.gov.ph</p>				
<p>5. Receive the new business permit, certificates / clearances and official receipts to be delivered to your business address</p>	<p>Verify the payment, validate tax bill, issue official receipts (OR) and transmit OR to Business Permit and Licensing Dept. (BPLD) Deliver the items to business owner</p>		<p>3 days or more depending on the number of days payment remittance was received</p>	<p>Payment Verifier Collection Officer OR Transmitter Delivery Agent</p>
Total			<p>3 days, 1 hour and 3 minutes</p>	

ONLINE PAYMENT PROCESSING OF ANNUAL BUSINESS TAX (RENEWAL)

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	QC Business /Cooperative owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Audited Financial Statement		BIR		
2. Gcash, Maya, Pesonet Account, or Debit/Credit card		Taxpayer / Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Register to qceservices.quezoncity.gov.ph. Create an account using Gmail, facebook ID or email address</p>			3 minutes	Taxpayer
<p>2. Login to your QCeservices account</p> <p>2.1 Click Pay Business Tax</p> <p>2.2 Click proceed with Business Tax Assessment</p> <p>2.3 Click Submit Online Sales Declaration</p> <p>2.4 Fill up the online application and upload the necessary requirements</p>			20 minutes	Taxpayer



2.5 Click save 2.6 Click submit				
3. Receive email/text confirmation or access QCeservices account for tax assessment availability	Evaluation of application Assessment of Business Tax Approval of assessment		30 minutes or more depending on the evaluations of ancillary clearances	Evaluator Assessment Clerk Final Evaluator Treasurer
<p>Login to QCeServices</p> <p>4. Click QC Pay Easy Choose payment method</p> <p>4.1 Gcash E-wallet a. Login to your account and transfer payment</p> <p>4.2 Maya E-wallet a. Login to your account and transfer payment</p> <p>4.3 Credit/Debit Card a. Fill up card details and transfer payment</p> <p>4.4 Paygate (Pesonet Banks) a. Select and login to your bank account and transfer payment</p> <p>4.5 Applicable to Landbank Transfer payment only a. Transfer / deposit payment to Landbank QCG Settlement Mother Account (Account No. 1722102300) b. Email the photo of proof of payment and tax assessment / reference slip (received thru email or QC eservices) to businesstaxpayment.cto@quezoncity.gov.ph</p>		As stated in the online Billing statement inclusive of convenience fee, if any	10 minutes	Taxpayer
5. Receive the business permit, certificates / clearances and official receipts to be delivered to your business address	Verify the payment, validate tax bill, issue official receipts (OR) and transmit OR to Business Permit and Licensing Dept. (BPLD) Deliver the items to business owner		3 days or more depending on the number of days payment remittance was received	Payment Verifier Collection Officer OR Transmitter Delivery Agent
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