



slip (received thru email) to rptpayment@quezoncity.gov.ph				
4.Receive the photo of Computerized Official Receipt (COR) thru email	Verify the payment thru Landbank Statement Inquiry Validate tax bill and issue Official Receipt Upload photo of Official Receipt		2 days or more depending on the number of days payment remittance was received	Payment Verifier Collection Officer OR Transmitter
5.Pick-up the original Official Receipt (OR) at the City Treasurer's Office, 3 rd Floor, Online Payment Group (present the valid ID and photo / digital copy of OR as reference. If pick-up by representative, present valid ID and authorization letter or email the name of representative	Release the original Computerized Official Receipt		10 minutes	OR Releaser
Total			2 days and 28 minutes	

ONLINE PAYMENT PROCESSING OF BUILDING PERMIT

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen / G2B-Government to Business			
Who may avail:	Any person, firm or corporation who wants to construct, build, alter, move or demolish building / structure within the territorial jurisdiction of Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Proof of ownership and/or right to build on property (Certified True Copy of Transfer Certificate of Title)		Land Registration Authority for the Certified True copy Transfer Certificate of Title		
2. Real Property Tax Declaration on Land		City Assessor's Office		
3. Pesonet Account		Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to qceservices.quezoncity.gov.ph. Create an account using Gmail, facebook ID or email address			5 minutes	Taxpayer
2. Login to your QCeServices account 2.1 Click Building Permit: One-Stop-Shop 2.2 Click Permit Applications 2.3 Fill-up the application details 2.4 Complete the			15 minutes	Taxpayer



application details until you receive an Order of payment				
3. Transfer/ Deposit payment to Landbank of the Phils. Account: Account name: QCG Settlement Mother Account Account No. 1722102300 Bank Address: LBP Quezon City Hall Account Type: Corporate		As stated in the online order of payment	10 minutes	Taxpayer
4. Email the photo of Order of payment and the confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph			5 minutes	Taxpayer
5. Receive the photo of Official Receipt (OR) thru email	Verify the payment Issue Official Receipt Upload photo of Official Receipt		2 days or more depending on the number of days payment remittance was received	Payment Verifier Collection Officer OR Uploader
6. Pick-up the original Official Receipt (OR) at the City Treasurer's Office, 3 rd Floor, Online Payment Group (present the valid ID and photo / digital copy of OR as reference. If pick-up by representative, present valid ID and authorization letter or email the name of representative)	Release the original Official Receipt		5 minutes	OR Releaser
Total			2 days and 40 minutes	

ONLINE PAYMENT PROCESSING OF PROFESSIONAL TAX RECEIPT (PTR)

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Professionals and Lawyers of the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PRC / IBP ID		PRC-Professional Regulatory Commission IBP ID-Integrated Bar of the Philippines		
2. Latest Official Receipt (OR)		Taxpayer / QC Treasurer's Office Miscellaneous Section		
3. Pesonet Account		Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email the photo of PRC/ IBP ID and last payment to misctaxpayment.cto@quezoncity.gov.ph			5 minutes	Taxpayer
2. Receive an email reply	Email the	₱300.00	10 minutes	