



ONLINE PAYMENT PROCESSING OF NEW BUSINESS

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2B- Government to Business			
Who may avail:	Taxpayers who intend to set up a business in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Business Registration		DTI for Sole Proprietorship SEC for Corporation and Partnerships CDA for Cooperatives		
2. Contract of Lease (if leased) or Tax Declarations (if owned)		Business Owner or City Assessor's Office		
3. Gcash, Maya, Pesonet Account, or Debit/Credit card		Taxpayer / Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and log in to qceservices.quezoncity.gov.ph . Create an account using gmail, facebook ID or email address			3 minutes	Taxpayer
2. Login to your QCeservices account 2.1 Click the Business One Stop Shop 2.2 Click the Submit application online 2.3 Click New then proceed 2.4 Fill up the online application and upload the necessary requirements 2.5 Click save 2.6 Click submit			20 minutes	Taxpayer
3. Receive email/text confirmation or access QCeservices account for the order of payment / assessment availability	Evaluation of application Approve the location		30 minutes or more depending on the evaluations of ancillary clearances	BPLD Evaluator ZAU Approver
Login to QCeservices 4. Click QC Pay Easy Choose payment method 4.1 Gcash E-wallet a. Login to your account and transfer payment 4.2 Maya E-wallet a. Login to your account and transfer payment 4.3 Credit/Debit Card a. Fill up card details and transfer payment 4.4 Paygate (Pesonet Banks) a. Select and login to your bank account and transfer payment 4.5 or Landbank		As stated in the online Billing statement inclusive of convenience fee, if any	10 minutes	Taxpayer



<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