ONLINE PAYMENT PROCESSING OF REAL PROPERTY TAX

Office or Division:	Online Payment Group (FMU)				
Classification:	Simple				
Type of Transaction:	G2C-Government to Citizen				
Who may avail:	Quezon City Real Property owners / Developers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1.Tax Declaration			City Assessor's Office		
2. Previous Official Receipts			Taxpayer / owner		
3. Gcash, Maya, Pesonet Account, or Debit/Credit card			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			3 minutes	Taxpayer	
2. Login to your QCeServices account 2.1 Click the RPT Payment (Amilyar) 2.2 Read and Follow instruction 2.3 Search the Tax Declaration No. (TDN) 2.4 Verify owner's name 2.5 If multiple TDNs entry, a. Click the Add to Cart then repeat 2.3 to 2.5 b. Click My Cart 2.6 Click Proceed to Payment 2.7 Click Yes to verify total amount to be paid			5 minutes	Taxpayer	
Choose payment method 3. Gcash E-wallet a. Login to your account and transfer payment 3.2 Maya E-wallet a. Login to your account and transfer payment 3.3 Credit/Debit Card a. Fill up card details and transfer payment 3.4Paygate (Pesonet Banks) a.Select and login to your bank account and transfer payment 3.5 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 reference		As stated in the online Billing statement inclusive of convenience fee, if any	10 minutes	Taxpayer	

slip (received thru email) to rptpayment@quezon city.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, 3rd 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