



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.

Office or Division:	Miscellaneous Section-Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City taxpayers engaging in Business, profession and/or personal transactions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original order of payment generated from revenue offices (no alteration)		Various revenue generating offices of Quezon City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAYMENT OF PROFESSIONAL TAX RECEIPTS (PTR) WALK-IN All PRC and IBP cardholders New: Professionals-previous/currently employed in gov't 1. Submit service record 2. Present original PRC ID 3. Pay the required fee Renewal: Present latest Original PTR and PRC ID	1. Verify from the record of the previous payment 2. Accept payment 3. Issue Professional Tax Receipts	₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge) Additional cost Verification fee of ₱ 20.00 Cert. true copy ₱ 50.00	10 minutes	Miscellaneous Collector
PTR (LAWYERS) New: Lawyers presents 1. Present original IBP card and original Certification from Supreme Court 2. Pay the required fee 3. Receive Professional Tax receipts Renewal: Lawyers previous/currently employed in gov't present Service Record, original latest PTR and IBP card	1. Verify from the record of the previous payment (if applicable) 2. Accept payment 3. Issue Professional Tax Receipts	₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge) Additional cost Verification fee of ₱ 20.00 Cert. true	10 minutes	Miscellaneous Collector



<p>For Representative of Professional/Lawyers 1. Present original PRC/IBP card, original and photocopy of authorization letter and original and photocopy of gov't issued ID of authorized person w/ 3 specimen signatures of both parties</p>		<p>copy ₱ 50.00</p>		
<p>ONLINE PAYMENT OF PROFESSIONAL TAX RECEIPTS (PTR) 1. Email the PRC / IBP ID and photo of last Official Receipt (OR)/payment to misctaxpayment.cto@quezoncity.gov.ph 2. Receive thru email the billing statement / order of payment and bank details 3. Send / transfer payments via QC Landbank account 4. Email the proof of payment & tax bill to misctaxpayment.cto@quezoncity.gov.ph 5. Receive the photo of professional tax receipts 6. Pick-up the original (PTR) at City Treasurer's Office, 3RD Floor, Online Payment Group (Present valid ID and photo/digital copy of OR/PTR as reference)</p>	<p>1. Acknowledge the receive email from taxpayer 2. Send the order of payment and bank details for payment of taxpayer 3. Verify the payment thru Landbank DDA Statement Inquiry 4. Issue original professional tax receipt 5. Upload the photo and send to the taxpayer's email 6. Release the original PTR</p>	<p>₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge)</p>	<p>5 minutes 10 minutes 5 minutes 5 minutes</p>	<p>Online Clerk Online Collection Officer OR Uploader Online payment OR Releaser</p>
<p>PAYMENT FOR BUILDING, MECHANICAL FENCING, DEMOLITION PERMIT AND CONTRACTOR'S TAX 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount 3. Receive the official receipt</p>	<p>1. Issue Official receipt upon payment and presentation of order of payment (no alterations) issued by the Office of the Building Official 2. Accept payment 3. Issue official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR ANNUAL INSPECTION</p>				



<p>FEE AND ELECTRICAL PERMIT FEE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount 3. Receive the official receipt</p>	1. Issue Official receipt upon payment and presentation of order of payment (no alterations) issued by the Office of the Building Official 2. Accept payment 3. Issue official receipt	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>PAYMENT FOR OCCUPANCY PERMIT FEE 1. Taxpayer submit original order of payment (no alterations), photocopy of building permit **Building permit issued on 2010 & prior years, Contractors tax payment will be verified, re-assessed based on the indicated Bill of Materials and Floor area subject to payment of deficiency tax, if any. 2. Pay the required amount and receive official receipt</p>	1. Accept order of payment and payment for occupancy permit fees (no alterations) issued by the Office of the Building Official 2. Issue Official receipt	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>PAYMENT FOR HEALTH CERTIFICATE, SANITARY PERMIT AND PEST CONTROL FEE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	1. Accept payment and order of payment issued by City Health Department and 2. Issue Official receipt	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>ONLINE PAYMENT FOR HEALTH CERTIFICATE AND OCCUPATIONAL (WORK) PERMIT 1. Apply Health Certificate / Occupational Work Permit, log in to qceservices.quezoncity.gov.ph. and receive order of payment</p>	1. Acknowledge the receive email from taxpayer 2. Send the bank details for taxpayers payment	As stated in the order of payment	10 minutes	Online Clerk



<p>2. Email the order of payment to misc taxpayment.cto@quezoncity.gov.ph 3. Send/ transfer payment via QC Landbank account 4. Email the proof of payment and order of payment to misc taxpayment.cto@quezoncity.gov.ph 5. Receive the photo of original receipt (OR) 6. Pick-up the original receipt at City Treasurer's Office, 3rd Floor, Online payment group (Present valid ID and photo of OR as reference)</p>	<p>3. Verify the payment thru Landbank DDA Statement Inquiry 4. Issue original receipt 5. Upload the photo and send to the taxpayers email 6. Release the original receipt</p>		<p>10 minutes 10 minutes 5 minutes</p>	<p>Online Collection Officer OR Uploader Online payment OR Release</p>
<p>*Please take note that Gcash, PAYMAYA and other Financial Facilities do not directly receive payment. You must log-in thru the qceservices.quezoncity.gov.ph</p>				
<p>PAYMENT FOR OCCUPATIONAL PERMIT FEE AND AMENDMENT FEE 1. Taxpayer present original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by Business Permit & Licensing Dept. 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR EPWMD FEES AND SMOKE BELCHING PENALTY 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by EPWMD 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR PROSECUTORS CLEARANCE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by City Prosecutors Office 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR ANIMAL SHIPPING PENALTY</p>				



<p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by City Veterinarian Office</p> <p>2. Issue Official receipt</p>	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>PAYMENT FOR CIVIL REGISTRY FEES</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by Civil Registry Department</p> <p>2. Issue Official receipt</p>	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>PAYMENT FOR CLEARANCE, CERTIFICATION AND AUTHENTICATION</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by PLEB</p> <p>2. Issue Official receipt</p>	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>PAYMENT FOR OVR AND TERMINAL FEE</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by Dept. of Public Order and Safety</p> <p>2. Issue Official receipt</p>	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>PAYMENT FOR POLICE CLEARANCE FEES AND POLICE REPORT CERTIFICATIONS</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by QC Police Dept.</p> <p>2. Issue Official receipt</p>	As stated in the order of payment	10 minutes	Miscellaneous Collector
<p>PAYMENT FOR MAYOR'S CLEARANCE</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by Administrative Management</p> <p>2. Issue Official receipt</p>	As stated in the order of payment	10 minutes	Miscellaneous Collector



<p>PAYMENT FOR TAX CERT. OF PAYMENT, CTC OF RECEIPTS AND RECORDS</p> <p>1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by City Treasurer's Office 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR TAX DECLARATION, TAX MAP, CERT. OF NO TITLE AND PENALTY FOR LATE TRANSFER OF TAX DECLARATION</p> <p>1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by City Assessor's Office 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR CERTIFICATION OF RECORDS</p> <p>1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by Office of the City Secretary 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR RECON, RENEWAL, CHANGE OF UNIT, NEW FRANCHISE AND PENALTY</p> <p>1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by Tricycle Regulatory Unit 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR LOCATIONAL CLEARANCE FEE</p> <p>1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p>	<p>1. Accept payment and order of payment issued by City Planning & Devt. Dept. 2. Issue Official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>
<p>PAYMENT FOR LIBRARY FEES</p> <p>1. Taxpayer submit</p>				



original order of payment (no alterations) 2. Pay the required amount and receive official receipt	1. Accept payment and order of payment issued by City Library Dept. 2. Issue Official receipt	As stated in the order of payment	10 minutes	Miscellaneous Collector
PAYMENT FOR ELECTRICAL FEE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt	1. Accept payment and order of payment issued by City General Services Dept. 2. Issue Official receipt	As stated in the order of payment	10 minutes	Miscellaneous Collector
ISSUANCE OF CERTIFIED TRUE COPY 1. Taxpayer accomplish and submit Unified request form, authorization letter with photocopy of gov't issued ID of representative and taxpayer w/ 3 specimen signatures of both parties 2. Pay the required amount and receive official receipt 3. Wait and receive the requested certified true copy	1. Accept the submitted duly accomplished Unified request form with complete requirements 2. Issue official receipt 3. Process and release the requested certified true copy	₱ 20.00 Verification fee ₱50.00 Certified true copy fee	10 minutes	Miscellaneous Collector
PAYMENT FOR FRANCHISE REGISTRATION FEE (New/Renewal) Tricycle drivers/operators 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt	1. Accept payment and order of payment issued by TRU 2. Issue official receipt	As stated in the order of payment	10 minutes	Miscellaneous Collector
PAYMENT FOR RENTAL FEE Facility Renters/Users 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt	1. Accept payment and order of payment issued by Amoranto Complex / QMC / Bernardo park 2. Issue official receipt	As stated in the order of payment	10 minutes	Miscellaneous Collector
PAYMENT FOR				



PARKING FEE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt	1. Accept payment and order of payment issued by GSD personnel 2. Issue official receipt	₱ 30.00 for the first 3 hours; ₱ 10.00 for every succeeding hours ₱ 20.00 fixed rate for motorcycle FREE 3 hours parking fee for QC Senior Citizens; ₱ 10.00 for every succeeding hours Additional ₱150.00 to current billing for overnight parking	10 minutes	Miscellaneous Collector
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COLLECTION OF MARKET BUSINESS TAX AND OTHER FEES

Collecting fees from Public and Private Markets and slaughterhouses as per order of payments issued by other revenue generating departments

Office or Division:	Market Section - Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC taxpayers engaging in Market Business (Private and Public) street vendors, meat vendors, market stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Market Stallholders: 1 st Quarter Sales Declaration Form Business Permit Latest tax bill and official receipt 2 nd to 4 th Quarter Previous tax bill and official receipt		City Treasurer's Office Business Permit Licensing Office City Treasurer's Office City Treasurer's Office		
Liquor Permit Fee Original order of payment		Business Permit Licensing Dept.		
Sealing Fee Original order of payment		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Market Stallholders (Private and Public Markets)	1. Accept the filled-out Sales Declaration and	Based on the amount indicated in	10 minutes	Assessment Clerk / Officer Market Section