



QUEZON CITY GOVERNMENT
CITY TREASURER'S OFFICE

CITIZEN'S CHARTER



I. Mandate

The existence of the City Treasurer's Office in a local government unit is based on the provisions of Book II, Section 470 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991. Its main objective is to oversee the effective conduct of local treasury operations by adopting various procedures relative to the performance of local tax revenue collection, custody and disbursement of local government financial resources. Thus, the three main areas of the treasury management specifically concern revenue intake, financial safe-keeping and releasing of local government funds.

Mandato

Ang pagkakaroon ng Tanggapan ng Tagapangasiwa ng Lungsod sa isang yunit ng pamahalaang local ay batay sa mga probisyon ng Aklat II, Seksyon 470 ng Batas Republika Bilang 7160 na kilala rin bilang Kodigo ng Pamahalaang Lokal ng 1991. Ang pangunahing layunin nito ay pamahalaan ang epektibong pagpapatakbo ng mga operasyon ng lokal na kagamitan sa pananalapi sa pamamagitan ng pag adopt ng ibat ibang pamamaraan kaugnay sa pagganap ng koleksyon ng lokal na buwis, pangangalaga at paglabas ng mga pinansyal na mapagkukunan ng pamahalaang lokal. Sa ngayon, ang tatlong pangunahing bahagi ng pamamahala ng kagamitan ay partikular na nakikilala sa pagtanggap ng kita, pangangalaga ng pananalapi, at paglabas ng mga pondo ng pamahalaang Lokal.

II. Vision

The City Treasurer's Office is committed to effectively meet the target collection yearly thru innovative strategies and methods in Financial Management and continually improve the Quality Management System to ensure taxpayers satisfaction.

Pangitain

Ang Tanggapan ng Tagapangasiwa ng Lungsod ay nakatuon sa pagtupad nang epektibo sa taunang koleksyon ng target sa pamamagitan ng mga makabagong estratehiya at paraan sa Pamamahala ng Pananalapi at patuloy na pagpapabuti ng Sistema ng Pamamahala sa Kalidad upang tiyakin ang kasiyahan ng mga nagbabayad ng buwis.

III. Mission

In pursuit of the mnemonics, "**ADVOCATE**" which stands for:
Advance the cause of the Quezon City Government to serve the people;
Develop organizational capacity to improve performance;
Venture into innovative strategies in financial management;
Organize further the Treasury to promote professionalism and specialization;
Complement the efforts of the local government to provide infrastructure and basic services;
Assist other Local Government Units through technical assistance;



Translate the City's plans and programs for economic growth and self-reliance;
Empower the Local Treasury through sound fiscal policy and effective financial management.

Misyon

*Sa paghabol sa mga mnemonikong "ADVOCATE" na kumakatawan sa:
Angkinin ang layunin ng Pamahalaang Lungsod ng Quezon upang maglingkod sa mamamayan;
Palakasin ang kakayahan ng organisasyon upang mapabuti ang pagganap;
Maglunsad ng mga makabagong estratehiya sa pamamahala ng pananalapi;
Itaguyod ang mas malalim na pag-organisa ng Treasury upang itaguyod ang propesyonalismo at espesyalisasyon;
Pantayin ang mga pagsisikap ng pamahalaang lokal sa pagbibigay ng imprastruktura at mga batayang serbisyo;
Tumulong sa iba pang mga Yunit ng Pamahalaang Lokal sa pamamagitan ng teknikal na tulong;
Isalin ang mga plano at programa ng Lungsod para sa paglago ng ekonomiya at sariling kakayahan;
Palakasin ang Lokal na Kaban ng Yaman sa pamamagitan ng matibay na patakaran sa pananalapi at epektibong pamamahala ng pananalapi.*

IV. Service Pledge

We commit to:

- Perform our duties and responsibilities with utmost integrity, competence and dedication in order to serve and to meet taxpayers satisfaction
- Pursue our goals objectively to attain office efficiency and meet the target collection to better serve our constituents
- Attend to all taxpayers or requesting parties who are within the premises of the Office prior to the end of official working hours and during lunch break

Pangako sa Serbisyo

Nagtataya kami na:

- *Isakatuparan ang aming mga tungkulin at responsibilidad nang may pinakamataas na integridad, kakayahan, at dedikasyon upang maglingkod at matugunan ang kasiyahan ng mga nagbabayad ng buwis.*
- *Tuparin nang walang kinikilingan ang aming mga layunin upang makamit ang kahusayan sa opisina at matugunan ang koleksyon ng target upang mas mahusay na maglingkod sa aming mga botante.*
- *Paglingkuran ang lahat ng mga nagbabayad ng buwis o humihiling ng serbisyo na naroroon sa mga pasilidad ng Tanggapan bago magtapos ang opisyal na oras ng trabaho at sa panahon ng tanghalian.*



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PAYMENT OF TRANSFER TAX
BAYAD NG BUWIS SA PAGLIPAT NG ARI-ARIAN

The Quezon City may impose tax on sale, donation or any mode of transferring ownership or title of real property at the rate of not be more than Seventy-Five percent (75%) of one percent (1%) of the total consideration involved in the acquisition of the property, or of the fair market/zonal valuation value in case the monetary consideration involved in the transfer is not substantial, whichever is higher. (Sec.135 (a)LGC)

Ang Lungsod Quezon ay maaaring magpataw ng buwis sa pagbili, donasyon, o anumang paraan ng paglipat ng pagmamay-ari o titulo ng tunay na ari-arian sa halagang hindi hihigit sa Pitumpu't-limang porsyento (75%) ng isang porsyento (1%) ng kabuuang halaga na kasangkot sa pagbili ng ari-arian, o ng tamang halaga ng pagtatasa sa merkado/zonal kung ang salaping kasangkot sa paglipat ay hindi gaanong malaki, anuman ang mas mataas. (Art.135 (a) LGC)

Office or Division:	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 transaction (Seller, Buyer, Heirs, Donor and Donee of Real Property)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Transfer Tax Form		Information Desk		
2.Legal Instrument (Deed of Sale /Donation/ Conveyance/Extra-judicial settlement of estate of property,etc.)		Legal Counsel		
3.Tax Declaration of Property		City Assessor's Office		
4.Certification of Real Property Tax Payment (Tax Clearance)		Real Estate Division (City Treasurer's Office)		
5.Title		Register of Deeds		
6. Certification Authorizing Registration (C.A.R) or payment of Capital Gains Tax, Documentary stamp tax, estate tax, etc. (Optional)		BIR		
7.Representative: Special Power of Attorney (SPA), authorization letter with photocopy of government issued ID w/ 3 specimen signatures of both parties		Owner or client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present the duly accomplished form (Transfer Tax Form) and the required documents to Counter 1, 2, 6-14 for assessment and verification	1. Evaluate the completeness of filled-up form and the submitted documents 1.1 Compute transfer tax 1.2 Prepare tax bill for approval of the City Treasurer or his duly authorized signatory	Assessment of Transfer tax based on the ff: -the locality of the property to be transferred -Area of the property -Zonal / Fair market value/ consideration whichever is higher	Simple Transaction: ➤ with 5 and below transaction - 2 hours ➤ with 6-10 transactions - 4 hours (Time varies for bulk transactions)	Assessment Officer Taxes and Fees Division Asst. Chief Taxes and Fees Division City Treasurer
1. <i>Ipasa ang wastong napunan na form</i>	1. <i>Suriin ang kumpletong</i>	<i>Pagsusuri ng Transfer Tax</i>	<i>Simpleng Transaksyon:</i>	<i>Opisyal na Taga-Assess -</i>



<p>(Transfer Tax Form) kasama ang mga kinakailangang dokumento sa Counter 1, 2, 6-14 para sa pagsusuri at pag-verify.</p>	<p>napunan na form at ang mga isinumiteng dokumento. 1.1 Kalkulahin ang transfer tax. 1.2 Ihanda ang buwis na bayad para sa aprobasyon ng Tesorero ng Lungsod o ng kanyang inatasang lumagda.</p>	<p>batay sa mga sumusunod: -Lokalidad ng ari-arian na ililipat -Lawak ng ari-arian - Zonal / Fair market value/ konsiderasyon, kung alinman ang mas mataas</p>	<p>➤ Para sa 5 transaksyon pababa, ito ay 2 oras. ➤ Para sa 10 transaksyon pababa, ito ay 4 oras. (Nagbabago ang oras para sa maramihang transaksyon)</p>	<p>Kagawaran ng Buwis at Mga Bayarin Pangalawang Punong Katiwala - Kagawaran ng Buwis at Mga Bayarin Tesorero ng Lungsod</p>
<p>2. Receive tax bill and pay the required amount at Counter 3 or 4 *Make sure to secure Official receipt/s that will be issued upon payment 2. Tanggapin ang tax bill at bayaran ang kinakailangang halaga sa Counter 3 o 4. *Tiyakin na makakuha ng opisyal na resibo na ibibigay pagkatapos ng pagbabayad.</p>	<p>2. Validate tax bill and issue Official Receipt/s 2. Suriin ang tax bill at maglabas ng Opisyal na Resibo.</p>		<p>10 minutes 10 minuto</p>	<p>Local Revenue Collection Officer Taxes and Fees Division Opisyal na Nangongolekta - Kagawaran ng Buwis at Mga Bayarin</p>
<p>3. Provide photocopy of the receipt, tax bill and all the transfer tax requirements at Counter 5 3.1 Receive claim stub at Counter 5 specifying the releasing date of the Certification of Transfer Tax 3. Ibigay ang kopya ng resibo, tax bill, at lahat ng mga kinakailangang dokumento para sa transfer tax sa Counter 5.</p>	<p>3. Get all the photocopies of the receipt, the tax bill, and all the transfer tax requirements. 3.1 Issue claim stub and process the requested certification 3.1 Prepare certification for approval of the City Treasurer or his duly authorized signatory 3. Kumuha ng mga kopya ng resibo, tax bill, at lahat ng mga kinakailangang dokumento para sa transfer</p>	<p>₱ 100.00 for certification ₱ 100.00 para sa sertipikasyon</p>	<p>10 minutes 2 working days (Release of Certification of Transfer Tax) 10 minuto 2 araw sa araw ng may trabahong (Pagpapalabas ng</p>	<p>Receiving Clerk Taxes and Fees Division Asst. Chief Taxes and Fees Division City Treasurer Kawani na Tagatanggap - Kagawaran ng Buwis at Mga Bayarin</p>



<p>3.1 <i>Tanggapin ang claim stub sa Counter 5 na nagtatakda ng petsa ng pagpapalabas ng Sertipikasyon ng transfer tax.</i></p>	<p><i>tax.</i> 3.1 <i>Ibigay ang claim stub at simulan ang proseso para sa hinihinging sertipikasyon.</i> 3.2 <i>Ihanda ang sertipikasyon para sa aprobasyon ng Tesorero ng Lungsod o ng kanyang inatasang lumagda.</i></p>		<p><i>Sertipikasyon ng Transfer tax)</i></p>	<p><i>Pangalawang Punong Katiwala - Kagawaran ng Buwis at Mga Bayarin</i></p> <p><i>Tesorero ng Lungsod</i></p>
<p>4. Return to Taxes and Fees Division. Submit the claim stub to Counter 5 to obtain the Certificate of Transfer Tax. * Before leaving, be sure to double-check the details typed on your certification.</p> <p><i>4. Bumalik sa Taxes and Fees Division. Isumite ang claim stub sa Counter 5 upang makakuha ng sertipikasyon ng transfer tax. *Bago umalis, tiyakin na tama ang mga detalye sa iyong sertipikasyon.</i></p>	<p>4. Release the Certificate of Transfer Tax with security seal at Counter 5</p> <p><i>4. Ilabas ang sertipikasyon ng transfer tax na may security seal sa Counter 5.</i></p>		<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Releasing Clerk Taxes and Fees Division</p> <p><i>Kawani na Taga-Release - Kagawaran ng Buwis at Mga Bayarin</i></p>
<p>Certified True Copy/Re – Printing of Certification of Payment of Transfer Tax <i>Sertipikadong Totoo ang Kopya / Paglilimbag ng Sertipikasyon ng Pagbabayad ng Buwis sa Paglilipat</i></p>				
<p>1. Accomplish the (Unified request form) at Counter 5 and accept order of payment</p> <p><i>1. Punan ng impormasyon ang Unified Request Form sa Counter 5 at tanggapin ang talaan ng bayarin.</i></p>	<p>1. Accept accomplished form and issue order of payment</p> <p><i>1. Tanggapin ang natapos na form at maglabas ng talaan ng bayarin.</i></p>	<p>₱ 50.00 per copy</p> <p>₱ 20.00 additional – Verification Fee (non-presentation of any copy of the Transfer Tax Payment Certification)</p>	<p>5 minutes</p> <p><i>5 minuto</i></p>	<p>Releasing Clerk Taxes and Fees Division</p> <p><i>Kawani na Taga-Release - Kagawaran ng Buwis at Mga Bayarin</i></p>
<p>2. Pay the required fee at Counter 3 or 4 *Make sure to secure Official receipt/s that will be issued upon</p>	<p>2. Accept payment and issue official receipt</p>		<p>5 minutes</p>	<p>Local Revenue Collection Officer Taxes and Fees Division</p>



payment				
2. Bayaran ang kinakailangang bayad sa Counter 3 o 4. *Tiyakin na makakuha ng opisyal na resibo na ibibigay pagkatapos ng pagbabayad.	2. Tanggapin ang bayad at maglabas ng opisyal na resibo.		5 minuto	Opisyal na Nangongolekta - Kagawaran ng Buwis at Mga Bayarin
3. Present Official receipt at Counter 5 and wait for the release of your requested certified true copy	3.1 Accept official receipt 3.2 Prepare and release certified true copy with signature of the City Treasurer or his duly authorized signatory	₱ 50.00 kada kopya ₱20.00 dagdag – Bayad sa Pagsusuri (kung walang anumang kopya ng sertipikasyon ng pagbabayad ng transfer tax na naipakita)	10 minutes	Releasing Clerk Taxes and Fees Division Kawani na Taga-Release - Kagawaran ng Buwis at Mga Bayarin
3. Ipakita ang opisyal na resibo sa Counter 5 at maghintay para sa paglabas ng inyong hinihinging certified true copy.	3.1 Tanggapin ang opisyal na resibo. 3.2 Ihanda at ilabas ang sertipikadong kopya na may lagda ng Tesorero ng Lungsod o ng kanyang inatasang lumagda.		10 minuto	Asst. Chief Taxes and Fees Division Pangalawang Punong Katiwala - Kagawaran ng Buwis at Mga Bayarin City Treasurer Tesorero ng Lungsod
	Total Kabuuan		20 minutes 20 minuto	

**PAYMENT OF CONTRACTORS TAX
PAGBABAYAD NG CONTRACTORS TAX**

Pre-requisite for release of Building Permit
Kinakailangan bago ilabas ang Building Permit

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Project owner (Corporation and Individual)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Order of payment		Dept. Building Official		
2.Original Bill of Materials (signed by license Engineer/Architect)		Contractor		
3.Locational Clearance		City Planning Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete requirements at Counter 1,2, 6-14 for evaluation	1. Accept and evaluate complete documentary	As stated in the Order of payment	2 hours	Assessment Officer Taxes and Fees Division



<p>1. Isumite ang kumpletong mga kinakailangang dokumento sa Counter 1, 2, at 6-14 para sa pagsusuri</p>	<p>requirements 1.1 Compute contractor's tax 1.2 Prepare tax bill for approval of the City Treasurer or his duly authorized signatory</p> <p>1. Tanggapin at suriin ang kumpletong mga dokumentong kinakailangan. 1.1 Kalkulahin ang contractor's tax. 1.2 Ihanda ang tax bill para sa aprobasyon ng Tesorero ng Lungsod o ng kanyang inatasang lumagda.</p>	<p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>2 oras</p>	<p>Asst. Chief Taxes and Fees Division</p> <p>City Treasurer</p> <p>Opisyal na Taga-Assess - Kagawaran ng Buwis at Mga Bayarin</p> <p>Pangalawang Punong Katiwala - Kagawaran ng Buwis at Mga Bayarin</p> <p>Tesorero ng Lungsod</p>
<p>2. Receive tax bill and proceed to Counter 3 or 4 for payment 2.1 Receive official receipt as proof of payment and return to Dept. of Building Official *Make sure to secure Official receipt/s that will be issued upon payment</p> <p>2. Tanggapin ang tax bill at pumunta sa Counter 3 o 4 para sa pagbabayad. 2.1 Tanggapin ang opisyal na resibo bilang patunay ng pagbabayad at bumalik sa Kagawaran ng Building Official. *Tiyakin na makakuha ng opisyal na resibo na ibibigay pagkatapos ng pagbabayad.</p>	<p>2. Validate tax bill and issue official receipt</p> <p>2. Suriin ang buwis na bayad at maglabas ng opisyal na resibo</p>			<p>Local Revenue Collection Officer Taxes and Fees Division</p> <p>Opisyal na Nangongolekta - Kagawaran ng Buwis at Mga Bayarin</p>
	<p>Total Kabuuhan</p>		<p>2 hours 2 oras</p>	



ASSESSMENT OF BUSINESS TAX (IN PERSON APPLICATION)
ASSESSMENT NG BUWIS SA NEGOSYO (PARA SA APLIKASYONG PERSONAL)

Performing proper computation and billing of Business Tax prior to actual payment

Pagsasagawa ng tamang pagkalkula at pagsingil ng Buwis sa Negosyo bago ang aktuwal na pagbabayad

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC taxpayers engaging in Business and professional services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sales Declaration and Evaluation Form		Evaluators' Area		
2. Current year's Community Tax Certificate issued in QC or other LGUs (if available)		City Treasurer's Office/ other LGUs		
3. Preceding year's (Mayor's Permit/Business permit		Online - Business Permit and Licensing Department (BPLD)		
4. Preceding year's business tax bill and Official Receipts		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1st Quarter 1. Present the filled-out Sales Declaration and other required documents 1.1 Inform your preferred payment term (e.g. quarterly, semi-annual or annual etc.) 2. Receive computerized acknowledgement receipt 3. Wait for the approved tax bill via email from final reviewer & final approver	1. Accept the filled-out Sales Declaration and other required documents. 1.1 Encode thru the system all pertinent information from the business permit and compute City Tax and regulatory fees 1.2 Issue computerized acknowledgement receipt 1.3 Inform tax payer to wait for the final reviewer & final approver's email approval 2. Transmit the documents from Level 1 to Level 2 examiners for Final Review 2.1 Final Review of documents for possible adjustment of taxes and fees	Depends on the ff: -line of business -Gross Sales -Area of establishment	Simple Transaction ➤ with 1 account only: 20 minutes ➤ with 2-4 accounts: 40 minutes	Assessment Officer Taxes and Fees Division Final Reviewer



	<p>depending on examiner's findings and/or request for additional pertinent documents</p> <p>2.2 Print out of draft Tax Bill</p> <p>2.3 Transmit the documents with the draft Tax Bill to Final Approver</p> <p>3. Final Approval shall approve the draft Tax Bill</p> <p>3.1 Final Approval may request for a more in-depth review of assessment or request for additional documents</p>		<p>10 minutes</p>	<p>City Treasurer</p>
<p>1st Kwartar</p> <p>1. Isumite ang napunan na Sales Declaration at iba pang kinakailangang dokumento.</p> <p>1.1 Ipahayag ang inyong nais na termino ng pagbabayad (halimbawa: quarterly, semi-annual, o annual, atbp.).</p> <p>2. Tanggapin ang kompyuterisadong acknowledgement receipt.</p> <p>3. Maghintay ng aprubadong tax bill sa pamamagitan ng email mula sa panghuling tagasuri at panghuling mag-aapruba.</p>	<p>1. Tanggapin ang napunan na Sales Declaration at iba pang kinakailangang dokumento.</p> <p>1.1 I-encode sa pamamagitan ng sistema ang lahat ng kaukulang impormasyon mula sa business permit at kalkulahin ang Buwis ng Lungsod at mga regulatory fees.</p> <p>1.2 Ilabas ang kompyuterisadong acknowledgement receipt.</p> <p>1.3 Ipabatid sa nagbabayad ng buwis na maghintay ng email approval mula sa panghuling tagasuri at panghuling mag-aapruba.</p> <p>I'll translate the text into Filipino:</p> <p>2. Ipadala ang mga dokumento</p>	<p>Nakadepende sa mga sumusunod:</p> <p>-Uri ng negosyo</p> <p>-Kabuuang Benta</p> <p>-Lawak ng establisyemento</p>	<p>Simpleng Transaksyon</p> <p>➤ mayroong 1 account lamang: 20 minuto</p> <p>➤ mayroong 2-4 accounts: 40 minuto</p> <p>10 minuto</p>	<p>Opisyal na Taga-Assess - Kagawaran ng Buwis at Mga Bayarin</p> <p>Panghuling Tagasuri</p>



	<p>mula sa mga Examiners sa Antas 1 patungo sa Antas 2 para sa Huling Pagsusuri</p> <p>2.1 Huling Pagsusuri ng mga dokumento para sa posibleng pag-aayos ng buwis at bayarin batay sa mga natuklasan ng examiner at/o hiling para sa karagdagang mga kaukulang dokumento</p> <p>2.2 Magprint ng draft ng Tax Bill</p> <p>2.3 Ipadala ang mga dokumento kasama ang draft ng Tax Bill sa Huling Tagapagtibay</p> <p>3. Ang Huling Pagsang-ayon ay mag-aaprub ng draft ng Tax Bill</p> <p>3.1 Maaaring humiling ang Huling Pagsang-ayon ng mas masusing pagsusuri ng assessment o hilingin ang karagdagang mga dokumento</p>		<p>10 minuto</p>	<p>Tesorero ng Lungsod</p>
<p><u>2nd-4th Quarter</u></p> <p>1. Present the previous business tax bill and official receipt</p> <p>1.1 Inform your preferred payment term (e.g. quarterly or semi-annual)</p> <p>1.2 Receive computerized acknowledgement receipt</p> <p>2. Wait for the approved tax bill</p> <p><u>2nd-4th Kwartar</u></p> <p>1. I-presenta ang nakaraang buwis ng negosyo at opisyal na</p>	<p>1. Accept the previous' business tax bill and check the Mayor's Permit number thru system</p> <p>1.1 Issue computerized acknowledgement receipt</p> <p>1.2 Inform tax payer to wait for the approved tax bill</p> <p>1. Tanggapin ang nakaraang business tax bill at suriin ang numero</p>		<p>10 minutes</p> <p>Within the day of the application (during office hours)</p> <p>10 minuto</p>	<p>Assessment Officer Taxes and Fees Division</p> <p>Final Reviewer</p> <p>City Treasurer</p> <p>Opisyal na Taga-Assess - Kagawaran ng Buwis at Mga</p>



<i>resibo.</i> <i>1.1 Ipabatid ang inyong nais na termino ng pagbabayad (halimbawa, quarterly o semi-annual).</i> <i>1.2 Tanggapin ang kompyuterisadong acknowledgment receipt.</i> <i>Maghintay ng pinag-aprubahang tax bill.</i>	<i>ng Mayor's Permit sa pamamagitan ng sistema.</i> <i>1.1 Ibigay ang kompyuterisadong acknowledgment receipt.</i> <i>1.2 Ipabatid sa nagbabayad ng buwis na maghintay para sa inaprubahang tax bill.</i>		<i>Sa loob ng araw ng aplikasyon (sa oras ng opisina)</i>	<i>Bayarin</i> <i>Panghuling Tagasuri</i> <i>Tesorero ng Lungsod</i>
<i>Total</i>			<i>Within the day of the application (during office hours)</i> <i>Sa loob ng araw ng aplikasyon (sa oras ng opisina)</i>	
<i>Kabuuan</i>				

ASSESSMENT OF BUSINESS TAX (ONLINE APPLICATION)
ASSESSMENT NG BUWIS SA NEGOSYO (ONLINE NA APLIKASYON)

Performing proper computation and billing of Business Tax prior to actual payment

Pagsasagawa ng tamang pagkalkula at pagsingil ng Buwis sa negosyo bago ang aktuwal na pagbabayad

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All QC taxpayers engaging in Business and professional services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Sales Declaration and Evaluation Form		qceservices.quezoncity.gov.ph		
2.Current year's Community Tax Certificate issued in QC or other LGUs (If available)		City Treasurer's Office/ other LGUs		
3.Preceding year's (Mayor's Permit/Business permit)		Online - Business Permit and Licensing Department (BPLD)		
4.Preceding year's business tax bill and Official Receipts		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1st Quarter 1. Log-in to qceservices.quezoncity.gov.ph 1.2 Once logged in, click "Pay Business Tax". You will be redirected to Business Tax Payment Page 1.3 Click "Proceed with Business Tax Assessment" 1.4 Click "Submit Online Sales	1. Get an applicant in queue. 1.1 Review all uploaded documents. 1.2 Encode thru the system all pertinent	Depends on the ff: -line of business - Sales -Area of establishment	Within the day of the application (during office hours)	Assessment Officer Taxes and Fees Division



<p>Declaration” 1.5 Select an application type, either “Not Registered in BIR” or “Registered in BIR” then proceed. 1.6 Input your Mayor’s Permit Number and SEC/DTI/CDA Number. Then, click “Next” 1.7 Input all the necessary details and upload all necessary documents. Then, click “Continue” 1.8 Success prompt will be displayed together with your Tracking Number and get an email notification upon submission of application. 2. Wait for the approved email from final reviewer & final approver</p>	<p>information from the uploaded documents and compute City Tax and regulatory fees 1.3 Approve the tax assessment 2. Approval of the final reviewer 3. Approval of the City Treasurer</p>	<p>Nakadepende sa mga sumusunod: -Uri ng negosyo -Kabuuang Benta -Lawak ng Establisyemento</p>	<p>10 minutes</p>	<p>Final Reviewer</p>
<p><u>1st Kwartar</u> Mag-log in sa qceservices.quezoncity.gov.ph. 1.2 Pagkatapos mag-log in, pindutin ang "bayaran ang buwis sa negosyo". ikaw ay ililipat sa pahina ng pagbabayad ng buwis sa negosyo. 1.3 Pindutin ang "Magpatuloy sa Pagsusuri ng Buwis sa Negosyo". 1.4 Pindutin ang "Submit Online Sales Declaration". 1.5 Pumili ng uri ng aplikasyon, alinman sa "Hindi Rehistrado sa BIR" o "Rehistrado sa BIR" at magpatuloy. 1.6 Ipasok ang iyong Mayor’s Permit Number at SEC/DTI/CDA Number. Pagkatapos, pindutin ang "Susunod". 1.7 Ipasok ang lahat ng kinakailangang detalye at i-upload lahat ng kinakailangang dokumento. Pagkatapos, pindutin ang "Magpatuloy". 1.8 Ang mensahe ng tagumpay ay ipapakita kasama ang iyong Tracking Number at makakatanggap ka ng isang email na pabatid pagkatapos magsumite ng aplikasyon. Maghintay sa aprubadong email mula sa panghuling tagasuri at panghuling mag-aapruba.</p>	<p>1. Kumuha ng aplikante sa queue. 1.1 Suriin ang lahat ng na-upload na mga dokumento. 1.2 I-encode sa pamamagitan ng sistema ang lahat ng kaugnay na impormasyon mula sa mga na-upload na dokumento at kalkulahin ang buwis ng lungsod at mga regulasyon na bayarin. 1.3 Aproba ang tax assessment. 2. Aprobasyon ng huling tagasuri. 3. Aprobasyon ng Tesorero ng Lungsod.</p>	<p>Sa loob ng araw ng aplikasyon (sa oras ng opisina)</p>	<p>10 minuto</p>	<p>Opisyal na Taga-Assess - Kagawaran ng Buwis at Mga Bayarin</p>
			<p>10 minuto</p>	<p>Panghuling Tagasuri</p>
			<p>10 minuto</p>	<p>Tesorero ng Lungsod</p>



<p><u>2nd-4th Quarter</u> 1. Log-in to qceservices.quezoncity.gov.ph 1.1 Once logged in; click "Pay Business Tax". You will be redirected to Business Tax Payment Page 1.2 Click "Proceed with Business Tax Assessment" 1.4 Input all the necessary details and your preferred payment term (e.g. quarterly or semi-annual) Then, click "Continue" 1.2 Success prompt will be displayed together with your Tracking Number and get an email notification upon submission of application. 2. Wait for the approved tax bill via email</p>	<p>1. Get an applicant in queue. 1.1 Compute the total tax due based on the selected payment term (e.g. quarterly or semi-annual) of the taxpayer then submit for approval 1.2 Approve the tax assessment</p>	<p>Depends on the ff: -line of business -Gross Sales -Area of establishment</p>	<p>Within the day of the application (during office hours)</p>	<p>Assessment Officer Taxes and Fees Division</p>
<p><u>2nd-4th Kwartar</u> 1. Mag-log in sa qceservices.quezoncity.gov.ph. 1.1 Pagkatapos mag-log in, pindutin ang "Bayaran ang Buwis sa Negosyo". Ikaw ay ililipat sa pahina ng pagbabayad ng buwis sa negosyo. 1.2 Pindutin ang "Proceed with Business Tax Assessment". 1.4 Ipasok ang lahat ng kinakailangang detalye at ang iyong nais na termino ng pagbabayad (halimbawa, quarterly o semi-annual). Pagkatapos, pindutin ang "Magpatuloy". 1.5 Ang mensahe ng tagumpay ay ipapakita kasama ang iyong Tracking Number at makakatanggap ka ng isang notipikasyon sa iyong email pagkatapos magsumite ng aplikasyon. 2. Maghintay sa aprobadong tax bill sa pamamagitan ng email.</p>	<p><i>Kumuha na aplikante sa queue.</i> 1.1 <i>Kalkulahin ang kabuuang buwis na dapat bayaran batay sa napiling termino ng pagbabayad (halimbawa, quarterly o semi-annual) ng taxpayer at isumite para sa aprobasyon.</i> 1.2 <i>Aprobahan ang tax assessment.</i></p>	<p><i>Nakadepende sa mga sumusunod:</i> -Uri ng negosyo -Kabuuang benta -Lawak ng establisyemento</p>	<p><i>Sa loob ng araw ng aplikasyon (sa oras ng opisina)</i></p>	<p><i>Opisyal na Taga-Assess - Kagawaran ng Buwis at Mga Bayarin</i></p>
<p style="text-align: right;">Total</p> <p style="text-align: center;"><i>Kabuuan</i></p>			<p>Within the day of the application (during office hours)</p> <p><i>Sa loob ng araw ng aplikasyon (sa oras ng opisina)</i></p>	



ISSUANCE OF CERTIFIED TRUE COPY, CERTIFICATE OF RECORDS AND VERIFICATION OF PAYMENT RECORDS FOR BUSINESS AND TRANSFER TAX

Paglabas ng Kumpirmadong Totoong Kopya, Sertipiko ng mga Talaan, at Pagpapatunay ng mga Talaan ng Bayad para sa Buwis sa Negosyo at Paglipat ng Buwis

Records, tax delinquency and verification section maintains/ safekeeps records of payments of business and transfer taxpayers, verifies and identifies the delinquent taxpayers and monitors the process of determining the tax collectibles. The records include the triplicate copies of official receipts issued by the City Treasurer’s Office.

Records, tax delinquency and verification section ay ang mga nagpapanatili at nag-iingat ng mga talaan ng mga bayarin ng negosyo at mga nagbabayad ng buwis sa transfer tax, nagsasagawa ng pagsusuri at pagkilala sa mga indibidwal na hindi nakapagbayad ng buwis sa tamang araw, at nagmamanman sa proseso ng pagtukoy sa mga hindi bayad na buwis. Kasama sa mga talaan ang mga pangatlong kopya ng mga opisyal na resibo na inisyu ng Tanggapan ng Tesorero ng Lungsod.

Office or Division:	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 transaction (Seller, Buyer, Heirs, Donor and Donee of Real Property)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unified Request Form		Counter 1, 2 or 3		
2. Representative: Special Power of Attorney (SPA), authorization letter with photocopy of government issued ID w/ 3 specimen signatures of both parties; for Corporation: Secretary’s Certificate with General Information Sheet		Owner or client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the (Unified Request Form) at Counter 1, 2 or 3 and accept order of payment <i>1. Punan ng impormasyon ang Unified Request Form sa Counter 1, 2, o 3 at tanggapin ang talaan ng bayarin.</i>	1. Accept accomplished form and issue order of payment <i>1. Tanggapin ang nagawang form at maglabas ng talaan ng bayarin.</i>	₱ 50.00 per copy (Certified True Copy) + ₱ 20.00 additional – Verification Fee (non-presentation of any copy of Business or Transfer Tax Receipt/s)	10 minutes (Certified True Copy) 3 working days (Certificate of Records of Business or Transfer Tax Receipts and Certificate of No Records of Business or Transfer Tax Receipts)	Receiving Clerk Taxes and Fees Division (Records Section) <i>Kawani na Tagatanggap - Kagawaran ng Buwis at Mga Bayarin (Seksyon ng mga talaan)</i>
2. Pay the required fee for CTC (Certified True Copy) or Certificate of Records of Business or Transfer Tax Receipts or Certificate of No Records of Business or Transfer Tax Receipts at Counter 4 or 5	2. Accept payment and issue official receipt	₱ 100.00 per copy Certificate of Records of Business or Transfer Tax Receipts + ₱ 20.00 additional –		Collector Taxes and Fees Division



<p>*Make sure to secure Official receipt/s that will be issued upon payment</p> <p>2. Bayaran ang kaukulang bayad para sa CTC (Certified True Copy) o Sertipikasyon ng rekord ng negosyo o resibo ng Transfer Tax at Sertipikasyon ng walang rekord ng negosyo o resibo ng Transfer Tax sa Counter 4 o 5. *Siguraduhing makakuha ng opisyal na resibo na ibibigay bilang katunayan ng pagbabayad.</p>	<p>2. Tanggapin ang bayad at maglabas ng opisyal na resibo.</p>	<p>Verification Fee</p> <p>₱ 100.00 per copy Certificate of No Records of Business or Transfer Tax Receipts + ₱ 20.00 additional – Verification Fee</p> <p>₱ 50.00 bawat kopya (sertipikadong kopya)</p>	<p>10 minuto (sertipikadong kopya)</p> <p>Tatlong (3) araw sa araw ng may trabaho (Sertipikasyon ng rekord ng negosyo o resibo ng Transfer Tax at Sertipikasyon ng walang rekord ng negosyo o resibo ng Transfer Tax)</p>	<p>Kolektor - Kagawaran ng Buwis at Mga Bayarin</p>
<p>3. Present Official receipt at Counter 5 and wait for the release of your requested certified true copy</p> <p>3. I-presenta ang opisyal na resibo sa Counter 5 at maghintay para sa paglabas ng iyong hinihinging certified true copy.</p>	<p>3. Process and release the requested certified true copy</p> <p>3. Asikasuhin at ibigay ang hinihinging certified true copy.</p>	<p>+ ₱ 20.00 dagdag bayad - Verification Fee (kapag walang ipinakita na kopya ng Business o Transfer Tax na resibo)</p> <p>₱ 100.00 bawat kopya</p>		<p>Releasing Clerk Taxes and Fees Division (Records Section)</p> <p>Kawani na Taga-Release - Kagawaran ng Buwis at Mga Bayarin (Sekyon ng mga talaan)</p>
<p>4. Proceed to Counter 5 at Assessment Section, present official receipt and certified true copy for approval signature</p> <p>4. Magpatuloy sa Counter 5 sa Assessment Section, ipakita ang opisyal na resibo at sertipikadong kopya para sa pirmahan ng pag-apruba.</p>	<p>4. Accept official receipt</p> <p>4.1 Prepare and release certified true copy with signature of the City Treasurer or his duly authorized signatory</p> <p>4. Tanggapin ang opisyal na resibo</p> <p>4.1 Ihanda at ibigay ang certified true copy na may pirma ng Tesorero ng Lungsod o ng kanyang inatasang lumagda.</p>	<p>Certificate of Records of Business o Transfer Tax Receipts + ₱ 20.00 dagdag bayad - Verification Fee</p> <p>₱ 100.00 bawat kopya</p> <p>Certificate of No Records of Business o Transfer Tax Receipts + ₱ 20.00 dagdag bayad - Verification Fee</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Releasing Clerk Taxes and Fees Division (Assessment Section)</p> <p>Kawani na Taga-Release - Kagawaran ng Buwis at Mga Bayarin (Seksyon ng Assessment)</p> <p>Asst. Chief Taxes and Fees Division</p> <p>Pangalawang Punong Katiwala - Kagawaran ng Buwis at Mga Bayarin</p> <p>City Treasurer</p>



				Tesorero ng Lungsod
	Total		20 minutes (Certified True Copy)	
			20 minuto (sertipikadong kopya)	
			3 working days & 10 minutes (Certificate of Records of Business or Transfer Tax Receipts and Certificate of No Records of Business or Transfer Tax Receipts)	
	Kabuuan		Tatlong (3) araw sa araw ng may trabaho at 10 minuto (Sertipikasyon ng rekord ng negosyo o resibo ng Transfer Tax at Sertipikasyon ng walang rekord ng negosyo o resibo ng Transfer Tax)	

**ISSUANCE OF COMMUNITY TAX CERTIFICATE (INDIVIDUAL)
PAGLALABAS NG COMMUNITY TAX CERTIFICATE (INDIBIDWAL)**

Community Tax Certificate shall be issued to every person or corporation upon payment of the Community tax. A community tax shall be paid in place of residence of the individual or in the place where the principal office of the juridical entity is located. (Art.246 (e) Sec.160, LGC)

Ang Community Tax Certificate ay ibibigay sa bawat indibidwal o korporasyon matapos nilang bayaran ang Buwis ng Komunidad. Ang buwis ng komunidad ay dapat bayaran sa lugar kung saan nakatira ang indibidwal o sa lugar kung saan matatagpuan ang pangunahing opisina ng korporasyon. (Artikulo 246 (e), Seksiyon 160, LGC)

Office or Division:	Community Tax Certificate Section-Taxes and Fees Division
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Quezon City residents, business owners and taxpayers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1.Community Tax Declaration Form (CTDF)	CTC Section
2.Government Issued valid ID	DFA,SSS, GSIS, Comelec, LTO etc.
3. New Business: Single Proprietor	Department of Trade and Industry (DTI)



Certificate of Registration				
4. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator)		City Treasurer's Office		
5. Individual: Proof of income, payslip, BIR Form 2316		Company, BIR		
6. Claiming of paid CTC Single Proprietor Original tax bill and official receipt (Duplicate or pink copy of official receipts)		City Treasurer's Office Cedula Section		
7. For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative w/ 3 specimen signatures of both parties		Owner or client being represented DFA, SSS, GSIS, Comelec, LTO etc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New Business: 1. Taxpayer present original tax bill and duplicate or pink copy of official receipt/s Bagong Negosyo: 1. Ang mga nagbabayad ng buwis ay nagpapakita ng orihinal na tax bill at kopya ng resibo ng buwis o pink na kopya ng opisyal na resibo.	1. Search Mayor's permit no. (MP) thru the system and print CTC based on presented documents	Included in the payment of Business Tax	10 minutes	Clerk CTC Section
	2. Receive the computerized community tax certificate (CTC) 2. Tanggapin ang computerized community tax certificate (CTC).	2. Release computerized CTC 2. I-release ang computerized Community Tax Certificate (CTC).	<i>Kasama sa bayad ng buwis sa negosyo</i>	
Total <i>Kabuuan</i>			10 minutes <i>10 minuto</i>	
Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by a evaluator 1.1 Taxpayer proceed to the counter intended for encoding of information	1. Accept the accomplished CTDF and required documents 2. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the	Amount to be paid depends on the income of taxpayer	10 minutes	Clerk CTC Section



<p>Renewal ng Negosyo: 1. Ang mga nagbabayad ng buwis ay pinupunan ang community tax declaration form (CTDF) at nagpapakita ng inapubahang business tax declaration mula sa isang evaluator. 1.1 Ang mga nagbabayad ng buwis ay kailangang tumungo sa counter na nakalaan para sa pag-encode ng impormasyon.</p>	<p>declared sales on the CTDF</p> <p>1. Tanggapin ang natapos na CTDF at mga kinakailangang dokumento. 2. I-encode ang mga kaukulang impormasyon na nakalagay sa CTDF sa pamamagitan ng isang sistema na awtomatikong nagkokompyut ng buwis na dapat bayaran batay sa idineklarang kabuuang kita ng negosyo sa CTDF.</p>	<p>Ang halagang dapat bayaran ay batay sa kita ng taxpayer.</p>	<p>10 minuto</p>	<p>Klerk CTC Seksyon</p>
<p>2. Pay the required amount and receive the computerized community tax certificate (CTC)</p> <p>2. Bayaran ang kinakailangang halaga at tanggapin ang computerized community tax certificate (CTC).</p>	<p>1. Accept the payment and release the computerized CTC</p> <p>1. Tanggapin ang bayad at ibigay ang computerized Community Tax Certificate (CTC).</p>			<p>Collector CTC Section</p> <p>kolektor – Seksyon ng CTC</p>
<p>Total Kabuuhan</p>			<p>10 minutes 10 minuto</p>	
<p>Claiming of paid CTC Single Proprietor 1. Taxpayer present original tax bill and duplicate or pink copy of official receipts</p> <p>Tumatanggap ng bayad na CTC Negosyong pagmamay-ari ng isang indibidwal 1. Ang mga nagbabayad ng buwis ay nagpapakita ng orihinal na tax bill at kopya ng resibo ng buwis o pink na kopya ng opisyal na resibo.</p>	<p>1. Search Mayor's permit no. (MP) thru the system and print CTC based on presented documents</p> <p>1. Hanapin ang numero ng Mayor's permit (MP) gamit ang sistema at mag-print ng CTC batay sa ipinakitang mga dokumento.</p>	<p>Included in the payment of Business Tax</p> <p>Kasama sa bayad ng buwis sa negosyo</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Clerk CTC Section</p> <p>Klerk – Seksyon ng CTC</p>
<p>2. Receive the computerized community tax certificate (CTC)</p> <p>2. Tanggapin ang computerized community tax certificate (CTC).</p>	<p>2. Release computerized CTC</p> <p>2. I-release ang computerized CTC.</p>			



		Total Kabuuhan	10 minutes 10 minuto	
Individual 1. Taxpayer accomplish CTDF and proceed to the counter intended for encoding of information Indibidwal: Ang mga nagbabayad ng buwis ay pinupunan ang CTDF at kailangang pumunta sa counter na nakalaan para sa pag-encode ng impormasyon.	1. Accept the accomplished CTDF 2. Encode the pertinent information declared on CTDF thru a system which automatically computes tax due based on the declared gross salaries/ compensation on the CTDF 1. Tanggapin ang natapos na CTDF. 2. I-encode ang mga kaukulang impormasyon na nakalagay sa CTDF sa pamamagitan ng isang sistema na awtomatikong nagkokompyut ng buwis na dapat bayaran batay sa idineklarang kabuuang sweldo sa CTDF.	Amount to be paid depends on the income of taxpayer Ang halagang dapat bayaran ay batay sa kita ng taxpayer.	10 minutes 10 minuto	Clerk CTC Section Klerk – Seksyon ng CTC
2. Pay the required amount and receive the computerized community tax certificate (CTC) 2. Bayaran ang kinakailangang halaga at tanggapin ang computerized community tax certificate (CTC).	2. Accept the payment and release the computerized CTC 2. Tanggapin ang bayad at ibigay ang computerized community tax certificate (CTC).			Collector CTC Section Kolektor – Seksyon ng CTC
		Total Kabuuhan	10 minutes 10 minuto	
ISSUANCE OF CERTIFIED TRUE COPY				
1. Taxpayer accomplish unified request form, present to Counter 26 or 27 and accept order of payment 1. Ang mga nagbabayad ng buwis ay pinupunan ang unified request form, ipinapakita ito sa Counter 26 or 27, at tumatanggap ng talaan ng bayarin.	1. Accept accomplished form and issue order of payment 1. Tanggapin ang natapos na form at maglabas ng talaan ng bayarin.	₱ 50.00 per copy ₱ 50.00 kada kopya	10 minutes 10 minuto	Clerk CTC Section Klerk – Seksyon ng CTC



2. Pay the required fee at Miscellaneous Section <i>2. Bayaran ang kinakailangang bayad sa Miscellaneous Section.</i>	2. Accept payment and issue official receipt <i>2. Tanggapin ang bayad at maglabas ng opisyal na resibo.</i>			Collector Miscellaneous Section <i>Kolektor – Seksyon ng Miscellaneous</i>
3. Present Official receipt at Releasing counter 27 and wait for the release of your requested certified true copy <i>3. I-presenta ang opisyal na resibo sa counter 27 at maghintay para sa paglabas ng hinihinging sertipikadong kopya.</i>	3. Process and release the requested certified true copy <i>3. Asikasuhin at ibigay ang hinihinging sertipikadong kopya.</i>		10 minutes <i>10 minuto</i>	Clerk CTC Section <i>Kolektor – Seksyon ng CTC</i>
Total <i>Kabuuan</i>			20 minutes <i>20 minuto</i>	

**ISSUANCE OF COMMUNITY TAX CERTIFICATES (CORPORATION)
PAGLALABAS NG COMMUNITY TAX CERTIFICATES (KORPORASYON)**

Community Tax Certificate shall be issued to every person or corporation upon payment of the Community tax. A community tax shall be paid in place of residence of the individual or in the place where the principal office of the juridical entity is located. (Art.246 (e) Sec.160, LGC)

Ang Community Tax Certificate ay ibibigay sa bawat indibidwal o korporasyon matapos nilang bayaran ang Buwis ng Komunidad. Ang buwis ng komunidad ay dapat bayaran sa lugar kung saan nakatira ang indibidwal o sa lugar kung saan matatagpuan ang pangunahing opisina ng korporasyon. (Artikulo 246 (e), Seksiyon 160, LGC)

Office or Division:	Community Tax Certificate Section-Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City residents, business owners and taxpayers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Declaration Form (CTDF)		CTC Section		
2. Government Issued valid ID		DFA, SSS, GSIS, Comelec, LTO etc.		
3. New Business: Certificate of Registration		Securities and Exchange Commission Cooperative Development Authority		
4. Renewal of Business: Proof of Income (Approved business tax declaration by an evaluator) ITR/Financial Statement if principal office is located outside Quezon City For Real Property Owner-Real property tax bill		City Treasurer's Office		
5. Claiming of paid CTC Corporation Original tax bill and official receipt (Duplicate or pink copy of official receipts)		City Treasurer's Office Cedula Section		
For Representative: Authorization Letter with a photocopy of government issued valid ID of the person being represented and the ID of the representative w/ 3 specimen signatures of both parties		DFA, SSS, GSIS, Comelec, LTO etc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>New Business: 1. Taxpayer present original tax bill and duplicate or pink copy of official receipt/s</p> <p>Bagong Negosyo: 1. Ang mga nagbabayad ng buwis ay nagpapakita ng orihinal na tax bill at kopya ng pangalawang kopya o pink na kopya ng opisyal na resibo.</p>	<p>1. Search Mayor's permit no. (MP) thru the system and print CTC based on presented documents</p> <p>1. I-search ang numero ng Mayor's permit (MP) sa pamamagitan ng sistema at mag-print ng Community Tax Certificate (CTC) batay sa ipinakitang mga dokumento.</p>	<p>Included in the payment of Business Tax</p> <p>Kasama sa bayad ng buwis sa negosyo</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Clerk CTC Section</p> <p>Kolektor – Seksyon ng CTC</p>
<p>2. Receive the computerized community tax certificate (CTC)</p> <p>2. Tanggapin ang computerized community tax certificate (CTC).</p>	<p>2. Release computerized CTC</p> <p>2. I-release ang computerized Community Tax Certificate (CTC).</p>			
<p>Total Kabuuhan</p>			<p>10 minutes 10 minuto</p>	
<p>Renewal of Business: 1. Taxpayer accomplish community tax declaration form (CTDF) and present the approved business tax declaration by an evaluator 1.1 Taxpayer proceed to the counter intended for encoding of information</p> <p>Renewal ng Negosyo: Ang mga nagbabayad ng buwis ay pinupunan ang community tax declaration form (CTDF) at nagpapakita ng inaprubahang business tax declaration mula sa tagasuri/evaluator 1.1 Ang mga nagbabayad ng buwis ay kailangang pumunta sa</p>	<p>1. Accept the accomplished CTDF and required documents 2. Encode the pertinent information declared on CTDF thru a system which automatically compute tax due based on the declared gross sales on the CTDF</p> <p>1. Tanggapin ang natapos na CTDF at ang mga kinakailangang dokumento. I-encode ang mga kaukulang impormasyon na nakasaad sa CTDF sa pamamagitan ng isang sistema na</p>	<p>Amount to be paid depends on the income of taxpayer</p> <p>Ang halagang dapat bayaran ay batay sa kita ng taxpayer.</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Clerk CTC Section</p> <p>Kolektor – Seksyon ng CTC</p>



<i>counter na nakalaan para sa pag-encode ng impormasyon.</i>	<i>awtomatikong nagkokompyuta ng buwis na dapat bayaran batay sa idineklarang gross sales sa CTDF.</i>			
2. Pay the required amount and receive the computerized community tax certificate (CTC) <i>2. Bayaran ang kinakailangang halaga at tanggapin ang computerized community tax certificate (CTC).</i>	1. Accept the payment and release the computerized CTC <i>1. Tanggapin ang bayad at ibigay ang computerized Community Tax Certificate (CTC).</i>			Clerk CTC Section <i>Kolektor – Seksyon ng CTC</i>
Total <i>Kabuuan</i>			10 minutes <i>10 minuto</i>	
Claiming of paid CTC Corporation 1. Taxpayer present original tax bill and duplicate or pink copy of official receipts	1. Search Mayor's permit no. (MP) thru the system and print CTC based on presented documents	Included in the payment of Business Tax	10 minutes	Clerk CTC Section
Pagclaim ng CTC para sa Korporasyon 1. Ang mga nagbabayad ng buwis ay kailangang magpapakita ng orihinal na tala ng buwis at kopya ng pangalawang kopya o pink na kopya ng opisyal na resibo.	1. I-search ang numero ng Mayor's permit (MP) sa sistema at mag-print ng Community Tax Certificate (CTC) batay sa ipinakitang mga dokumento.	<i>Kasama sa bayad ng buwis sa negosyo</i>	<i>10 minuto</i>	<i>Kolektor – Seksyon ng CTC</i>
2. Receive the computerized community tax certificate (CTC) <i>2. Tanggapin ang computerized community tax certificate (CTC).</i>	2. Release computerized CTC <i>2. I-release ang computerized Community Tax Certificate (CTC).</i>			
Total <i>Kabuuan</i>			10 minutes <i>10 minuto</i>	
ISSUANCE OF CERTIFIED TRUE COPY				
1. Taxpayer accomplish unified request form, present to Counter 27 and accept order of payment	1. Accept accomplished form and issue order of payment	₱ 50.00 per copy	10 minutes	Clerk CTC Section
<i>1. Ang mga nagbabayad ng buwis ay kailangang punan ang unified request form, ipakita ito sa Counter 27, at</i>	<i>1. Tanggapin ang napunan na unified request form at maglabas ng talaan ng</i>	<i>₱ 50.00 kada kopya</i>	<i>10 minuto</i>	<i>Kolektor – Seksyon ng CTC</i>



<i>tanggapin ang talaan ng bayarin.</i>	<i>bayarin.</i>			
2. Pay the required fee at Miscellaneous Section <i>2. Bayaran ang kinakailangang bayad sa Miscellaneous Section.</i>	2. Accept payment and issue official receipt <i>2. Tanggapin ang bayad at maglabas ng opisyal na resibo.</i>			Collector Miscellaneous Section <i>Kolektor – Seksyon ng Miscellaneous</i>
3. Present Official receipt at Counter 27 and wait for the release of your requested certified true copy <i>3. Ihanda ang opisyal na resibo at ipakita sa Counter 27, pagkatapos ay maghintay para sa paglabas ng iyong hinihinging sertipikadong kopya.</i>	3. Process and release the requested certified true copy <i>3. Asikasuhin at ilabas ang hinihinging sertipikadong kopya.</i>		10 minutes 10 minuto	Clerk CTC Section <i>Kolektor – Seksyon ng CTC</i>
Total <i>Kabuuan</i>			20 minutes 20 minuto	

PAYMENT OF MISCELLANEOUS TAXES & FEES
PAGBABAYAD NG 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.

Pangongolekta ng mga kaukulang regulasyong bayarin at singil sa iba't ibang paggamit o serbisyo ayon sa batas at ipinapataw ng mga departamentong lumilikha ng kita sa 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)		<i>Various revenue generating offices of Quezon City</i>		
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	1. Verify from the record of the previous payment 2. Accept	₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge) Additional cost Verification	10 minutes	Miscellaneous Collector



<p>3. Pay the required fee</p> <p>Renewal: Present latest Original PTR and PRC ID</p> <p>PAGBABAYAD NG PROFESSIONAL TAX RECEIPTS (PTR) PUPUNTA NG WALANG ISKEDYUL <i>Lahat ng may nagmamay-ari ng kard ng PRC at IBP</i></p> <p>Bago: <i>Propesyonal-naunang/kasalukuyan na nagtatrabaho sa pamahalaan</i> 1. Isumite ang tala ng serbisyo 2. I-presenta ang orihinal na PRC ID 3. Bayaran ang kinakailangang bayad</p> <p>Renewal: <i>I-presenta ang pinakabagong orihinal na PTR at PRC ID</i></p>	<p>payment 3. Issue Professional Tax Receipts</p> <p>1. Tiyakin mula sa talaan ang nakaraang bayad 2. Tanggapin ang bayad 3. Maglabas ng Resibo ng Professional Tax Receipts (PTR)</p>	<p>fee ₱ 20.00</p> <p>Certified true copy ₱ 50.00</p> <p>₱ 300.00 (kasama ang multa kung hindi na-update; 25% + 2% buwanang singil)</p> <p>Karagdagang bayad: Bayad sa pagsusuri ₱ 20.00</p> <p>Sertipikadong Kopya ₱ 50.00</p>	<p>10 minuto</p>	<p>Kolektor ng Miscellaneous</p>
<p>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</p> <p>Renewal: Lawyers previous/currently employed in gov't present Service Record, original latest PTR and IBP card</p> <p>PTR (ABOGADO) Bago: <i>Mga kailangang ipakita ng mga abogado:</i> 1. Ang orihinal na IBP card at orihinal na Sertipikasyon mula sa Korte Suprema 2. Bayaran ang kinakailangang bayad 3. Tanggapin ang mga Resibo ng Professional Tax Receipt (PTR)</p> <p>Renewal: <i>Mga abogado na naunang/kasalukuyan na nagtatrabaho sa pamahalaan ay kinakailangang magpakita ng Talaan ng Serbisyo,</i></p>	<p>1. Verify from the record of the previous payment (if applicable) 2. Accept payment 3. Issue Professional Tax Receipts</p> <p>1. Kumpirmahin mula sa talaan kung may nakaraang bayad (kung kinakailangan) 2. Tanggapin ang bayad 3. Maglabas ng resibo ng Professional Tax Receipt (PTR)</p>	<p>₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge)</p> <p>Additional cost Verification fee ₱ 20.00</p> <p>Certified true copy ₱ 50.00</p> <p>₱ 300.00 (kasama ang multa kung hindi na-update; 25% + 2% buwanang singil)</p> <p>Karagdagang Gastos: Bayad sa Pagsusuri ₱ 20.00</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</p>



<p><i>pinakabagong orihinal na PTR at IBP card</i></p> <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>Para sa Kinatawan ng Propesyonal/Mga Abogado: <i>Ipakita ang orihinal na PRC/IBP card, orihinal at kopya ng sulat ng awtorisasyon at orihinal at kopya ng ID na galing sa pamahalaan galing sa awtorisadong tao na may kasamang 3 lagda ng parehong panig</i></p>		<p>Sertipikadong Kopya ₱ 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 Professional Tax Receipt (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>ONLINE PAGBABAYAD NG PROPESYONAL TAX RECEIPTS (PTR) 1. I-email ang PRC / IBP ID at larawan ng huling opisyal na resibo ng pinagbayaran/bayad sa misctaxpayment.cto@quezoncity.gov.ph</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>1.Kumpirmahin ang pagtanggap ng email mula sa taxpayer</p>	<p>₱ 300.00 (plus penalty if not updated; 25% + 2% monthly surcharge)</p> <p>₱ 300.00 (kasama ang multa kung hindi na-update; 25%</p>	<p>5 minutes 10 minutes 5 minutes 5 minutes</p>	<p>Online Clerk Online Collection Officer OR (Official Receipt) Uploader Online payment OR Releaser Kawani ng Online</p>



<p>2. Tanggapin sa pamamagitan ng email ang talaan ng bayarin at mga detalye ng bangko</p> <p>3. Ipadala ang bayad sa QC Landbank account</p> <p>4. I-email ang patunay ng pagbabayad at bill ng buwis sa misc taxpayment.cto@quezoncity.gov.ph</p> <p>5. Tanggapin ang larawan ng mga resibo ng propesyonal sa pamamagitan ng email</p> <p>6. Kunin ang orihinal na Professional Tax Receipt (PTR) sa Opisina ng Tesorero ng Lungsod, Ikatlong Palapag, Online Payment Group (I-presenta ang wastong ID at larawan/digital na kopya ng opisyal na resibo o Professional Tax Receipt (PTR) bilang reperensiya)</p>	<p>2. Ipadala ang talaan ng bayarin at mga detalye ng bangko para sa pagbabayad ng nagbabayad ng buwis</p> <p>3. Kumpirmahin ang pagbabayad sa pamamagitan ng Landbank DDA Statement Inquiry</p> <p>4. Maglabas ng orihinal na resibo ng Professional Tax Receipts (PTR)</p> <p>5. I-upload ang larawan at ipadala sa email ng nagbabayad ng buwis</p> <p>6. Ibigay ang orihinal na Professional Tax Receipts (PTR)</p>	<p>+ 2% buwanang singil)</p>	<p>10 minuto</p> <p>5 minuto</p> <p>5 minuto</p>	<p>Opisyal na Kolektor ng Online</p> <p>Taga-Upload ng Opisyal na Resibo</p> <p>Taga-Release ng Opisyal ng Resibo na binayaran online</p>
<p>PAYMENT FOR BUILDING, MECHANICAL FENCING, DEMOLITION PERMIT AND CONTRACTOR'S TAX</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount</p> <p>3. Receive the official receipt</p> <p>BAYAD PARA SA PAGPAPATAYO NG GUSALI, PAGGAWA NG MEKANIKAL NA BAKOD, PERMISO SA PAGWAWASAK AT BUWIS NG KONTRATISTA</p> <p>1 Ang taxpayer ay kailangang</p>	<p>1. Issue Official receipt upon payment and presentation of order of payment (no alterations) issued by the Office of the Building Official</p> <p>2. Accept payment</p> <p>3. Issue official receipt</p> <p>1. Maglabas</p>	<p>As stated in the order of payment</p> <p>Tulad ng</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng</p>



<p>magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago).</p> <p>2. Bayaran ang kinakailangang halaga.</p> <p>3. Tanggapin ang opisyal na resibo.</p>	<p>ng opisyal na resibo pagkatapos ng magbayad at magpakita ng orihinal na talaan ng babayaran (walang mga pagbabago) na inisyu ng Tanggapan ng Opisyal ng Gusali.</p> <p>2. Tanggapin ang bayad.</p> <p>3. Maglabas ng Opisyal na Resibo.</p>	<p>nakasaad sa talaan ng bayarin</p>		<p>Miscellaneous</p>
<p>PAYMENT FOR ANNUAL INSPECTION FEE AND ELECTRICAL PERMIT FEE</p> <p>1. Taxpayer submit original order of payment (no alterations)</p> <p>2. Pay the required amount</p> <p>3. Receive the official receipt</p> <p>BAYAD PARA SA TAUNANG INSPECTION FEE AT ELECTRICAL PERMIT FEE</p> <p>1. Ang nagbabayad ng buwis ay kailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago).</p> <p>2. Bayaran ang kinakailangang halaga.</p> <p>3. Tanggapin ang opisyal na resibo.</p>	<p>1. Issue Official receipt upon payment and presentation of order of payment (no alterations) issued by the Office of the Building Official</p> <p>2. Accept payment</p> <p>3. Issue official receipt</p> <p>1. Maglabas ng Opisyal na Resibo pagkatapos ng pagbabayad at pagpapakita ng orihinal na talaan ng babayaran (walang mga pagbabago) na inisyu ng Tanggapan ng Opisyal ng Gusali.</p> <p>2. Tanggapin ang bayad.</p> <p>3. Maglabas ng Opisyal na Resibo.</p>	<p>As stated in the order of payment</p> <p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR OCCUPANCY PERMIT FEE</p> <p>1. Taxpayer submit original order of payment (no</p>	<p>1. Accept order of payment</p>	<p>As stated in the order of</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>



<p>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> <p>BAYAD PARA SA PERMIT NG PAG-OKUPA <i>1. Ang nagbabayad ng buwis ay dapat magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago), kopya ng permit ng gusali.</i> **Ang permit ng gusali na inisyu noong 2010 at mga taon bago pa, ang pagbabayad ng contractor's tax ay ipinapasuri, ipapa-re-assess batay sa nakasaad na Bill ng Materyales at Lawak ng Palapag na saklaw ng pagbabayad ng kakulangan sa buwis, kung meron man. 2. Bayaran ang kinakailangang halaga at tumanggap ng opisyal na resibo.</p>	<p>and payment for occupancy permit fees (no alterations) issued by the Office of the Building Official 2. Issue Official receipt</p> <p>1. <i>Tanggapin ang talaan ng bayarin at bayad para sa mga bayarin ng occupancy permit (walang mga pagbabago) na inisyu ng Tanggapan ng Opisyal ng Gusali.</i> 2. <i>Maglabas ng Opisyal na Resibo.</i></p>	<p>payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minuto</p>	<p><i>Kolektor ng Miscellaneous</i></p>
<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> <p>BAYAD PARA SA SERTIPIKASYONG PANGKALUSUGAN, PERMIT SA SANITASYON, AT BAYAD SA PEST CONTROL <i>1. Ang mga nagbabayaw ng buwis ay dapat magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago).</i> 2. <i>Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</i></p>	<p>1. Accept payment and order of payment issued by City Health Department and 2. Issue Official receipt</p> <p>1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng City Health Department.</i> 2. <i>Maglabas ng Opisyal na Resibo.</i></p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>ONLINE PAYMENT FOR</p>				



<p>HEALTH CERTIFICATE AND OCCUPATIONAL (WORK) PERMIT</p> <ol style="list-style-type: none"> 1. Apply Health Certificate / Occupational Work Permit, log in to qceservices.quezoncity.gov.ph. and receive order of payment 2. Email the order of payment to misctaxpayment.cto@quezoncity.gov.ph 3. Send/ transfer payment via QC Landbank account 4. Email the proof of payment and order of payment to misctaxpayment.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) 	<ol style="list-style-type: none"> 1. Acknowledge the receive email from taxpayer 2. Send the bank details for taxpayers payment 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>As stated in the order of payment</p>	<p>10 minutes</p> <p>10 minutes</p> <p>10 minutes</p> <p>5 minutes</p>	<p>Online Clerk</p> <p>Online Collection Officer</p> <p>OR Uploader</p> <p>Online payment OR Release</p>
<p>PAGBABAYAD ONLINE PARA SA HEALTH CERTIFICATE AT PERMIT PARA SA PAGGAWA</p> <ol style="list-style-type: none"> 1. Mag-apply para sa Health Certificate / Permit para sa Paggawa, mag-log in sa qceservices.quezoncity.gov.ph at tanggapin ang talaan ng bayarin. 2. I-email ang utos ng pagbabayad sa misctaxpayment.cto@quezoncity.gov.ph 3. Ipadala ang bayad sa pamamagitan ng QC Landbank account. 4. I-email ang patunay ng pagbabayad at talaan ng bayarin sa misctaxpayment.cto@quezoncity.gov.ph 5. Tanggapin ang larawan ng orihinal na resibo. 6. Kunin ang orihinal na resibo sa Opisina ng Tesorero ng Lungsod, Ikatlong Palapag, Online Payment Group (I-presenta ang wastong ID at larawan/digital na kopya ng opisyal na resibo o Professional Tax Receipt (PTR) bilang reperensiya) 	<ol style="list-style-type: none"> 1. Kumpirmahin ang natanggap na email mula sa nagbabayad ng buwis. 2. Ipadala ang mga detalye ng bangko para sa bayad ng nagbabayag ng buwis. 3. Tiyakin ang kabayaran sa pamamagitan ng pagsusuri sa Pahayag ng Landbank DDA. 4. Maglabas ng orihinal na resibo. 5. I-upload ang larawan at ipadala sa email ng nagbayad ng buwis. 6. Ibigay ang orihinal na resibo. 	<p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minuto</p> <p>10 minuto</p> <p>10 minuto</p> <p>5 minuto</p>	<p><i>Kawani ng Online</i></p> <p><i>Opisyal na Kolektor ng Online</i></p> <p><i>Taga-upload ng Opisyal na resibo</i></p> <p><i>Taga-release ng opisyal ng resibo na binayaran online</i></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>				



***Maaring tandaan na ang Gcash, PAYMAYA, at iba pang mga Pasilidad sa Pananalapi ay hindi direktang tumatanggap ng bayad. Kailangan mong mag-log in sa pamamagitan ng qceservices.quezoncity.gov.ph.**

<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>BAYAD PARA SA BUWIS SA PERMIT NG OCCUPATIONAL AT BAYAD SA PAGBABAGO 1. Ang nagbabayad ng buwis ay dapat magpakita ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by Business Permit & Licensing Dept. 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at ang talaan ng bayarin na inisyu ng Kagawaran ng Permit para sa Negosyo at Lisensya. 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR DEPT. OF SANITATION & CLEANUP WORKS (DSCWQC) 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>BAYAD PARA SA MGA BAYARAN NG DSCWQC AT PENALIDAD SA USOK NG SASAKYAN 1. Ang mga nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by DSCWQC 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng DSCWQC. 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</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</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>



<p>BAYAD PARA SA CLEARANCE NG MGA PISKAL 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>Prosecutors Office 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Tanggapan ng Piskal ng Lungsod. 2. Ibigay ang opisyal na resibo.</p>	<p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minuto</p>	<p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR ANIMAL SHIPPING PENALTY 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA PENALIDAD SA PAGPAPADALA NG HAYOP 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by City Veterinarian Office 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Tanggapan ng Beterinaryo ng Lungsod. 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR CIVIL REGISTRY FEES 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA CIVIL REGISTRY FEES 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by Civil Registry Department 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Departamento ng Civil Registry 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>



<p>PAYMENT FOR CLEARANCE, CERTIFICATION AND AUTHENTICATION 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA CLEARANCE, SERTIPIKASYON, AT AWTENTIKASYON 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by PLEB 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng PLEB 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR OVR AND TERMINAL FEE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA OVR AND TERMINAL FEE 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by Dept. of Public Order and Safety 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Kagawaran ng Pag-ayos at Kaligtasan ng Publiko 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR POLICE CLEARANCE FEES AND POLICE REPORT CERTIFICATIONS 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA MGA BAYARIN SA POLIC CLEARANCE AT MGA SERTIPIKASYON NG</p>	<p>1. Accept payment and order of payment issued by QC Police Dept. 2. Issue official receipt</p>	<p>As stated in the order of payment</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>



<p>POLICE REPORT 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Departamento ng Pulisya ng Quezon City 2. Ibigay ang opisyal na resibo.</p>	<p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minuto</p>	<p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR MAYOR'S CLEARANCE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA CLEARANCE NG ALCALDE 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by Administrative Management 2. Issue official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Pangangasiwa sa Administratibo 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR TAX CERT. OF PAYMENT, CTC OF RECEIPTS AND RECORDS 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA SERTIPIKASYON NG BUWIS NG BAYAD, CTC NG RESIBO AT MGA TALA 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by City Treasurer's Office 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Opisina ng Tesorero ng Lungsod 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR TAX DECLARATION, TAX MAP, CERT. OF NO TITLE AND PENALTY FOR LATE</p>				



<p>TRANSFER OF TAX DECLARATION 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA TAX DECLARATION, TAX MAP, SERTIPIKASYON NA WALANG TITULO, AT PENALIDAD PARA SA NAHULING TRANSFER OF TAX DECLARATION 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by City Assessor's Office 2. Issue Official receipt</p> <p>1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng Opisina ng Assessor</i> 2. <i>Ibigay ang opisyal na resibo.</i></p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR CERTIFICATION OF RECORDS 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA SERTIPIKASYON NG MGA TALA 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by Office of the City Secretary 2. Issue Official receipt</p> <p>1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng Tanggapan ng Kalihim ng Lungsod</i> 2. <i>Ibigay ang opisyal na resibo.</i></p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR RECON, RENEWAL, CHANGE OF UNIT, NEW FRANCHISE AND PENALTY 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA RECON, PAGPAPAREHISTRO MULI, PAGBABAGO NG UNIT, BAGONG FRANCHISE AT</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>MULTA 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Tricycle Regulatory Unit 2. Ibigay ang opisyal na resibo.</p>	<p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minuto</p>	<p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR LOCATIONAL CLEARANCE FEE 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA LOCATIONAL CLEARANCE FEE 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by City Planning & Devt. Dept. 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Kagawaran ng Pagpapalano at Pag-unlad ng Lungsod 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR LIBRARY FEES 1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA MGA BAYARIN SA SILID AKLATAN 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by City Library Dept. 2. Issue Official receipt</p> <p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng Departamento ng Silid Aklatan ng Lungsod 2. Ibigay ang opisyal na resibo.</p>	<p>As stated in the order of payment</p> <p>Tulad ng nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p>Kolektor ng Miscellaneous</p>
<p>PAYMENT FOR ELECTRICAL FEE</p>				



<p>1. Taxpayer submit original order of payment (no alterations) 2. Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA BAYARIN SA ELEKTRISIDAD 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Accept payment and order of payment issued by City General Services Dept. 2. Issue Official receipt</p> <p>1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng Departamento ng General Services ng Lungsod</i> 2. <i>Ibigay ang opisyal na resibo.</i></p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>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</p> <p>PAGBIBIGAY NG SERTIPIKADONG KOPYA 1. Ang mga nagbabayad ng buwis kinakailangang punan at magpasa ng Unified request form, sulat na pahintulot na may kopya ng ID na inilabas ng pamahalaan ng kinatawan at ang nagbabayad ng buwis kasama ang 3 specimen na lagda ng parehong partido. 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo. 3. Maghintay at tanggapin ang hinihinging sertipikadong kopya.</p>	<p>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</p> <p>1. <i>Tanggapin ang isinumiteng napunan na Unified request form na may kumpletong mga kinakailangang dokumento.</i> 2. <i>Ibigay ang opisyal na resibo.</i> 3. <i>Simulan ang pagsasagawa at pagpapalabas ng hinihinging sertipikadong kopya.</i></p>	<p>₱ 20.00 Verification fee</p> <p>₱50.00 Certified true copy fee</p> <p>₱20.00 Bayad sa Pagsusuri</p> <p>₱50.00 Bayad para sa Sertipikadong Kopya</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR FRANCHISE REGISTRATION FEE (New/Renewal)</p>				



<p>Tricycle drivers/operators 1.Taxpayer submit original order of payment (no alterations) 2.Pay the required amount and receive official receipt</p> <p>BAYAD PARA SA REHISTRASYON NG PRANGKISA (Bagong/Pagpaparehistro muli) Mga drayber/operator ng traysikel 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1.Accept payment and order of payment issued by TRU 2.Issue official receipt</p> <p>1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng TRU.</i> 2. <i>Ibigay ang opisyal na resibo.</i></p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>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</p> <p>BAYAD PARA SA UUPAHANG ESPASYO Mga Nangungupahan or Gumagamit ng Pasilidad 1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago). 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1.Accept payment and order of payment issued by Amoranto Complex / QMC / Bernardo park 2. Issue official receipt</p> <p>1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng Amoranto Complex / QMC / Bernardo park</i> 2. <i>Ibigay ang opisyal na resibo.</i></p>	<p>As stated in the order of payment</p> <p><i>Tulad ng nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Miscellaneous Collector</p> <p><i>Kolektor ng Miscellaneous</i></p>
<p>PAYMENT FOR PARKING FEE 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 GSD personnel 2.Issue official receipt</p>	<p>₱ 30.00 for the first 3 hours; ₱ 10.00 for every succeeding hours</p> <p>₱ 20.00 fixed rate for</p>	<p>10 minutes</p>	<p>Miscellaneous Collector</p>



<p>BAYAD PARA SA PAGGAMIT NG PARADAHAN</p> <p>1. Ang nagbabayad ng buwis ay kinakailangang magpasa ng orihinal na talaan ng bayarin (walang mga pagbabago).</p> <p>2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<p>1. Tanggapin ang bayad at talaan ng bayarin na inisyu ng GSD personnel</p> <p>2. Ibigay ang opisyal na resibo.</p>	<p>motorcycle</p> <p>FREE 3 hours parking fee for QC Senior Citizens; ₱ 10.00 for every succeeding hours</p> <p>Additional ₱150.00 to current billing for overnight parking</p> <p>₱ 30.00 for the first 3 hours; ₱ 10.00 for every succeeding hours</p> <p>₱ 20.00 fixed rate for motorcycle</p> <p>FREE 3 hours parking fee for QC Senior Citizens; ₱ 10.00 for every succeeding hours</p> <p>Additional ₱150.00 to current billing for overnight parking</p> <p>₱30.00 para sa unang 3 oras; ₱10.00 para sa bawat sumusunod na oras</p> <p>₱20.00 na fixed rate para sa motorsiklo</p> <p>LIBRENG 3 oras na bayad sa paradahan</p>	<p>10 minuto</p>	<p>Kolektor ng Miscellaneous</p>
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		<p>para sa QC mga Senior Citizen; ₱10.00 para sa bawat sumusunod na oras</p> <p>Karagdagang ₱150.00 sa kasalukuyang bill para sa overnight parking</p>		
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**COLLECTION OF MARKET BUSINESS TAX AND OTHER FEES
 KOLEKSYON NG BUWIS SA NEGOSYO SA PAMILIHAN AT IBA PANG MGA BAYARIN**

Collecting fees from Public and Private Markets and slaughterhouses as per order of payments issued by other revenue generating departments in the Quezon City.

Koleksyon ng bayarin mula sa mga Pampubliko at Pribadong Pamilihan at mga palengke gayundin sa mga matadero alinsunod sa mga utos ng pagbabayad na inilabas ng iba pang mga departamentong lumilikha ng kita sa lungsod Quezon.

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 and Evaluation 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		
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) 1st Quarter (In-person Application) 1. Present the filled-out Sales Declaration and other required documents 1.1 Inform your preferred payment term (e.g. quarterly, semi-annual or annual etc.) 2. Receive computerized acknowledgement receipt 3. Wait for the approved email from final reviewer & signed	1. Accept the filled-out Sales Declaration and other required documents. 1.1 Encode thru the system all pertinent information from the business permit	Based on the amount indicated in the Order of payment	10 minutes	Assessment Clerk / Officer Market Section Taxes and Fees Division



<p>tax bill from final approver</p> <p>Mga Nagpapaupang Tindahan sa Pamilihan (Pribado at Pamublikong Pamilihan) 1st Quarter (In-person Application)</p> <p>1. Isumite ang napunan na Sales Declaration at iba pang kinakailangang dokumento. 1.1 Ipahayag ang inyong nais na termino ng pagbabayad (halimbawa: quarterly, semi-annual, o annual, atbp.). 2. Tanggapin ang kompyuterisadong</p>	<p>and compute City Tax and regulatory fees 1.2 Issue computerized acknowledgment receipt 1.3 Inform taxpayer to wait for the final reviewer & final approver's email approval 2. Transmit the documents from Level 1 to Level 2 examiners for Final Review 2.1 Final Review of documents for possible adjustment of taxes and fees depending on examiner's findings and/or request for additional pertinent documents 2.2 Print out of draft Tax Bill 2.3 Transmit the documents with the draft Tax Bill to Final Approver 3. Final Approval shall approve the draft Tax Bill 3.1 Final Approval may request for a more in-depth review of assessment or request for additional documents</p> <p>1. Tanggapin ang napunan na Sales Declaration at iba pang kinakailangang dokumento. 1.1 I-encode sa pamamagitan</p>	<p>Base sa nakasaad sa talaan ng bayarin</p>	<p>10 minutes</p> <p>10 minutes</p> <p>10 minuto</p>	<p>Final Reviewer</p> <p>City Treasurer</p> <p>Opisyal / Kawani ng Taga-Assess Seksyon ng Market - Kagawaran ng Buwis at Mga Bayarin</p>
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<p><i>acknowledgement receipt.</i> 3. <i>Maghintay ng aprubadong tax bill sa pamamagitan ng email mula sa panghuling tagasuri at panghuling mag-aapruba.</i></p>	<p><i>ng sistema ang lahat ng kaukulang impormasyon mula sa business permit at kalkulahin ang Buwis ng Lungsod at mga regulatory fees.</i> 1.2 <i>Ilabas ang kompyuterisado ng acknowledgement receipt.</i> 1.3 <i>Ipabatid sa nagbabayad ng buwis na maghintay ng email approval mula sa panghuling tagasuri at panghuling mag-aapruba.</i> 2. <i>Ipadala ang mga dokumento mula sa mga Examiners sa Antas 1 patungo sa mga Examiners sa Antas 2 para sa Huling Pagsusuri</i> 2.1 <i>Huling Pagsusuri ng mga dokumento para sa posibleng pag-aayos ng buwis at bayarin batay sa mga natuklasan ng examiner at/o hiling para sa karagdagang kaukulang mga dokumento</i> 2.2 <i>Magprint ng kopya ng draft Tax Bill</i> 2.3 <i>Ipadala ang mga dokumento kasama ang kopya ng draft Tax Bill sa Huling Tagapagtibay</i> 3. <i>Ang Huling Pagsang-ayon ay mag-aaprub</i></p>		<p>10 minuto</p>	<p>Panghuling Tagasuri</p>
			<p>10 minuto</p>	<p>Tesorero ng Lungsod</p>



	<p><i>ng draft Tax Bill</i></p> <p>3.1 <i>Maaaring humiling ang Huling Pagsang-ayon ng mas malalim na pagsusuri ng assessment o humiling ng karagdagang mga dokumento</i></p>			
<p>Total <i>Kabuuan</i></p>			<p>30 minutes <i>30 minuto</i></p>	
<p><u>2nd-4th Quarter (In-person Application)</u></p> <p>1. Present the previous business tax bill and official receipts</p> <p>1.1 Inform your preferred payment term (e.g. quarterly or semi-annual)</p> <p>1.2 Receive computerized acknowledgement receipt</p> <p>2. Wait for the approved tax bill</p>	<p>1. Accept the previous' business tax bill and check the Mayor's Permit number thru system</p> <p>1.1 Issue computerized acknowledgement receipt</p> <p>1.2 Inform tax payer to wait for the approved tax bill</p>		<p>10 minutes</p>	<p>Assessment Clerk / Officer Market Section</p> <p>Taxes and Fees Division</p>
<p><u>2nd-4th Quarter (In-person Application)</u></p> <p>1. <i>I-presenta ang nakaraang buwis ng negosyo at opisyal na resibo.</i></p> <p>1.1 <i>Ipabatid ang inyong nais na termino ng pagbabayad (halimbawa, quarterly o semi-annual).</i></p> <p>1.2 <i>Tanggapin ang kompyuterisadong acknowledgment receipt. Maghintay ng pinag-aprubahang tax bill.</i></p>	<p>1. <i>Tanggapin ang nakaraang business tax bill at suriin ang numero ng Mayor's Permit sa pamamagitan ng sistema.</i></p> <p>1.1 <i>Ibigay ang kompyuterisadong acknowledgment receipt.</i></p> <p>1.2 <i>Ipabatid sa nagbabayad ng buwis na maghintay para sa inaprubahang tax bill.</i></p>		<p>10 minuto</p>	<p><i>Opisyal / Kawani ng Taga-Assess Seksyon ng Market - Kagawaran ng Buwis at Mga Bayarin</i></p>
<p>Total <i>Kabuuan</i></p>			<p>10 minutes <i>10 minuto</i></p>	
<p><u>1st Quarter (Online Application)</u></p> <p>1. Log-in to qceservices.quezoncity.gov.ph</p> <p>1.2 Once logged in, click "Pay</p>	<p>1. Get an applicant in queue.</p> <p>1.1 Review all uploaded documents.</p>	<p>Depends on the ff:</p> <p>-line of business</p> <p>-Gross Sales</p> <p>-Area of</p>	<p>Within the day of the application (during office hours)</p>	<p>Assessment Clerk / Officer Market Section</p> <p>Taxes and Fees Division</p>



<p>Business Tax". You will be redirected to Business Tax Payment Page 1.3 Click "Proceed with Business Tax Assessment" 1.4 Click "Submit Online Sales Declaration" 1.5 Select an application type, either "Not Registered in BIR" or "Registered in BIR" then proceed. 1.6 Input your Mayor's Permit Number and SEC/DTI/CDA Number. Then, click "Next" 1.7 Input all the necessary details and upload all necessary documents. Then, click "Continue" 1.8 Success prompt will be displayed together with your Tracking Number and get an email notification upon submission of application. 2. Wait for the approved email from final reviewer & final approver</p>	<p>1.2 Encode thru the system all pertinent information from the uploaded documents and compute City Tax and regulatory fees 1.3 Approve the tax assessment 2. Approval of the final reviewer 3. Approval of the City Treasurer</p>	<p>establishment</p>	<p>10 minutes</p> <p>10 minutes</p>	<p>Final Reviewer</p> <p>City Treasurer</p>
<p><u>1st Quarter (Online Application)</u> <i>Mag-log in sa qceservices.quezoncity.gov.ph.</i> 1.2 Pagkatapos mag-log in, pindutin ang "bayaran ang buwis sa negosyo". ikaw ay ililipat sa pahina ng pagbabayad ng buwis sa negosyo. 1.3 Pindutin ang "Magpatuloy sa Pagsusuri ng Buwis sa Negosyo". 1.4 Pindutin ang "Submit Online Sales Declaration". 1.5 Pumili ng uri ng aplikasyon, alinman sa "Hindi Rehistrado sa BIR" o "Rehistrado sa BIR" at magpatuloy. 1.6 Ipasok ang iyong Mayor's Permit Number at SEC/DTI/CDA Number. Pagkatapos, pindutin ang "Susunod". 1.7 Ipasok ang lahat ng kinakailangang detalye at i-upload lahat ng kinakailangang dokumento. Pagkatapos, pindutin ang "Magpatuloy". 1.8 Ang mensahe ng tagumpay ay ipapakita kasama ang iyong Tracking Number at makakatanggap ka ng isang email na pabatid pagkatapos magsumite ng aplikasyon.</p>	<p>1. Kumuha ng aplikante sa queue. 1.1 Suriin ang lahat ng na-upload na mga dokumento. 1.2 I-encode sa pamamagitan ng sistema ang lahat ng kaugnay na impormasyon mula sa mga na-upload na dokumento at kalkulahin ang buwis ng lungsod at mga regulasyon na bayarin. 1.3 Aproba ang tax assessment. 2. Aprobasyon ng final reviewer. 3. Aprobasyon ng Tesorero ng Lungsod.</p>	<p><i>Nakadepend e sa mga sumusunod:</i> -Uri ng negosyo -Kabuuang benta -Lawak ng establisyemento</p>	<p><i>Sa loob ng araw ng aplikasyon (sa oras ng opisina)</i></p> <p>10 minuto</p> <p>10 minuto</p>	<p><i>Opisyal / Kawani ng Taga-Assess Seksyon ng Market - Kagawaran ng Buwis at Mga Bayarin</i></p> <p><i>Panghuling Tagasuri</i></p> <p><i>Tesorero ng Lungsod</i></p>



<p><i>Maghintay sa aprubadong email mula sa panghuling tagasuri at panghuling mag-aapruba.</i></p>				
<p><u>2nd-4th Quarter (Online Application)</u> 1. Log-in to qceservices.quezoncity.gov.ph 1.1 Once logged in; click "Pay Business Tax". You will be redirected to Business Tax Payment Page 1.2 Click "Proceed with Business Tax Assessment" 1.4 Input all the necessary details and your preferred payment term (e.g. quarterly or semi-annual) Then, click "Continue" 1.2 Success prompt will be displayed together with your Tracking Number and get an email notification upon submission of application. 2. Wait for the approved tax bill via email</p> <p><u>2nd-4th Quarter</u> 1. Mag-log in sa qceservices.quezoncity.gov.ph. 1.1 Pagkatapos mag-log in, pindutin ang "Bayaran ang Buwis sa Negosyo". Ikaw ay ililipat sa pahina ng pagbabayad ng buwis sa negosyo. 1.2 Pindutin ang "Proceed with Business Tax Assessment". 1.4 Ipasok ang lahat ng kinakailangang detalye at ang iyong nais na termino ng pagbabayad (halimbawa, quarterly o semi-annual). Pagkatapos, pindutin ang "Magpatuloy". 1.5 Ang mensahe ng tagumpay ay ipapakita kasama ang iyong Tracking Number at makakatanggap ka ng isang notipikasyon sa iyong email pagkatapos magsumite ng aplikasyon. Maghintay sa aprobadong tax bill sa pamamagitan ng email.</p>	<p>1. Get an applicant in queue. 1.1 Compute the total tax due based on the selected payment term (e.g. quarterly or semi-annual) of the taxpayer then submit for approval 1.2 Approve the tax assessment</p> <p>1. Kumuha na aplikante sa queue. 1.1 Kalkulahin ang kabuuang buwis na dapat bayaran batay sa napiling termino ng pagbabayad (halimbawa, quarterly o semi-annual) ng taxpayer at isumite para sa aprobasyon. 1.2 Aprobahan ang tax assessment.</p>	<p>Depends on the ff: -line of business -Gross Sales -Area of establishment</p> <p>Nakadepende sa mga sumusunod: -Uri ng negosyo -Kabuuang benta -Lawak ng establisyemento</p>	<p>Within the day of the application (during office hours)</p> <p>Sa loob ng araw ng aplikasyon (sa oras ng opisina)</p>	<p>Assessment Clerk / Officer Market Section Taxes and Fees Division</p> <p>Opisyal / Kawani ng Taga-Assess Seksyon ng Market - Kagawaran ng Buwis at Mga Bayarin</p>
<p>Payment for Slaughter and permit fees, ante mortem, post mortem, entry fee Meat Handlers, Market meat vendors others 1. Submit original order of payment</p>	<p>1. Accept order of payment issued by the City Veterinary Office 2. Accept</p>	<p>Based on the amount indicated in the Order of payment</p>	<p>10 minutes</p>	<p>Collector Market Section</p>



<p>2. Pay the required amount and receive official receipt</p> <p>Bayad para sa mga Bayarin sa Pagpatay at Pahintulot, Ante Mortem, Post Mortem, Bayad sa Pagpasok Mga Mangangalakal ng Karne, Mga Nagtitinda ng Karne sa Pamilihan, at iba pa</p> <ol style="list-style-type: none"> 1. Isumite ang orihinal na talaan ng bayarin. 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo. 	<p>payment and issue official receipt</p> <ol style="list-style-type: none"> 1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng Tanggapan ng Beterinaryo ng Lungsod.</i> 2. <i>Ibigay ang opisyal na resibo.</i> 	<p><i>Base sa nakasaad sa talaan ng bayarin</i></p>	<p>10 minuto</p>	<p><i>Kolektor Sekyon ng Market</i></p>
<p>Liquor Permit Fees (Beer, wine, serving/ special permit) Corporation & Single Proprietor (restaurants/retailer /wholesaler, bar , cocktail lounge, carinderia)</p> <ol style="list-style-type: none"> 1. Taxpayer submit original order of payment 2. Pay the required amount and receive official receipt <p>Bayad para sa Permit sa Alak (Beer, alak, pahintulot sa paglilingkod/espisyal na pahintulot) Korporasyon at Nag-iisang May-ari (restawran/tindahan/nagpapa-imbak, bar, kainan, kainan sa tabi ng kalsada)</p> <ol style="list-style-type: none"> 1. Isumite ang orihinal na talaan ng bayarin. 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo. 	<ol style="list-style-type: none"> 1. Accept order of payment issued by the LLRB 2. Accept payment and issue official receipt <ol style="list-style-type: none"> 1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng LLRB.</i> 2. <i>Ibigay ang opisyal na resibo.</i> 	<p>Based on the amount indicated in the Order of payment</p> <p><i>Base sa nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Collector Market Section</p> <p><i>Kolektor Sekyon ng Market</i></p>
<p>SEALING FEE</p> <ol style="list-style-type: none"> 1. Taxpayer submit original order of payment 2. Pay the required amount and receive official receipt <p>Bayad para sa Fee sa Pagsaselyo 1. Isumite ang orihinal na talaan ng bayarin. 2. Bayaran ang kinakailangang halaga at tanggapin ang opisyal na resibo.</p>	<ol style="list-style-type: none"> 1. Accept order of payment issued by the City Treasurer's Office 2. Accept payment and issue official receipt <ol style="list-style-type: none"> 1. <i>Tanggapin ang bayad at talaan ng bayarin na inisyu ng Tanggapan ng Tesorero ng Lungsod.</i> 2. <i>Ibigay ang</i> 	<p>Based on the amount indicated in the Order of payment</p> <p><i>Base sa nakasaad sa talaan ng bayarin</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Collector Market Section</p> <p><i>Kolektor Sekyon ng Market</i></p>



	<i>opisyal na resibo.</i>			
	Total Kabuuhan		10 minutes 10 minuto	

**SEALING OF WEIGHTS & MEASURES
PAGSESELYO NG TIMBANGAN AT SUKAT**

Quezon City is empowered to levy fees for sealing weights and measures at such reasonable rates.(Sec. 151 LGC). Every person before using instruments of weights and measures for business, service, commercial, or other transactions with the public within Quezon City shall first have them sealed and pay the corresponding fee, fixed under an ordinance, to the City Treasurer’s Office.

Ang Lungsod ng Quezon ay may kapangyarihan na magpataw ng bayad para sa pagsaselyo ng mga timbangan at sukat sa mga makatarungang bayad. (Seksyon 151 ng LGC). Bawat tao bago gumamit ng mga kasangkapan na ginagamitan ng timbangan at sukat para sa negosyo, serbisyo, komersyo, o iba pang transaksyon sa publiko sa loob ng Lungsod ng Quezon ay dapat munang selyuhan ang mga ito at magbayad ng kaukulang bayad, na itinalaga sa ilalim ng ordinansa, sa Tanggapan ng Tesorero ng Lungsod.

Office or Division:	Weights and Measure Unit-Taxes and Fees Division
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Quezon City taxpayers engaging in business that uses instruments of weights and measures

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Application for Testing/ sealing of weights and measure (ATSWM)	Weights and Measure Unit City Treasurer’s Office
2.Request Letter	Business operator/owner
3.Weighing scale/instrument for sealing	Business operator/owner
4.Latest official receipt	Business operator/owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Taxpayer submits request letter and presents the weights and measurement instrument for sealing	1. Accept the request letter and evaluate if the business permit is valid and the latest tax obligation is settled. 1.1 If the apparatus is found to be defective, the ATSWM shall be disapproved. 1.2 Apparatus is in good condition, issue order of payment	Sealing and registration <u>Mechanical</u> ₱100.00 for 300kgs below and ₱150.00 for 301 kgs and above <u>Digital Weighing scale</u> ₱500.00 fixed	20 minutes	Clerk Weights and Measures Unit
1. Ang mga nagbabayad ng buwis ay nagpapasa ng kanilang sulat ng intensyon at nagpapakita ng	1. Tanggapin ang sulat ng intensyon at suriin kung ang permit ng	Pagsaselyo at Pagrehistro <u>Mekanikal</u> ₱100.00 para sa 300kgs	20 minuto	Kawani Yunit ng Timbang at Sukat



<p><i>kasangkapan sa timbang at sukat para sa pagsaselyo.</i></p>	<p><i>negosyo ay wasto at ang pinakabagong obligasyon sa buwis ay nabayaran.</i> <i>1.1 Kung matuklasan na ang kasangkapan ay sira, hindi aaprubahan ng ATSWM.</i> <i>1.2 Ang kasangkapan ay dapat nasa maayos na kondisyon upang maglabas ng talaan ng bayarin.</i></p>	<p><i>pababa at ₱150.00 para sa 301 kgs pataas</i></p> <p><i><u>Digital na Timbangan</u></i> <i>₱500.00 na (hindi nagbabago)</i></p>		
<p>2. Accept the order of payment and pay the required amount. 2.1 Receive an official receipt</p> <p><i>2. Tanggapin ang talaan ng bayarin at bayaran ang kinakailangang halaga.</i> <i>2.1 Tanggapin ang opisyal na resibo.</i></p>	<p>2. Receive the order of payment and issue an official receipt</p> <p><i>2. Tanggapin ang talaan ng bayarin at maglabas ng opisyal na resibo.</i></p>		<p>5 minutes</p> <p>5 minuto</p>	<p>Collector</p> <p>Kolektor</p>
<p>3. Present the official receipt and the weighing instrument for sealing</p> <p><i>3. I-present ang opisyal na resibo at ang kasangkapan sa timbang para sa pagsaselyo.</i></p>	<p>3. Check the official receipt is presented and permit is fully completed. Initiate the testing of the measuring apparatus. All findings shall be indicated in the application form</p> <p><i>3. Tiyakin na ang opisyal na resibo ay isinumite at ang permit ay lubusang natapos. Simulang suriin at subukan ang aparato. Lahat ng mga natuklasan ay dapat nakalagay sa form ng aplikasyon.</i></p>		<p>10 minutes depends on the bulk of the transaction</p> <p><i>10 minuto Depende sa dami ng transaksyon</i></p>	<p>Clerk Weights and Measures Unit</p> <p><i>Kawani Yunit ng Timbang at Sukat</i></p>
<p>Walk-In Taxpayer</p>				



<p>1. Taxpayers or vendors present the application form, the weighing scale, and other required documents for verification</p> <p><i>PERSONAL NA APLIKASYON</i> <i>1. Ang mga nagbabayad ng buwis o bendor ay nagpapakita ng form ng aplikasyon, timbangan, at iba pang mga kinakailangang dokumento para sa pagpapatunay.</i></p>	<p>1. Accept the application form Check if the weighing scale is in order and determine the business permit (for now) and latest official receipt for renewal and retirement and determine the expiration date 1.1 Issue order of payment</p> <p><i>1. Tanggapin ang form ng aplikasyon. Suriin kung ang timbangan ay nasa maayos na kalagayan at alamin ang permit ng negosyo (sa kasalukuyan) at pinakabagong opisyal na resibo para sa pagpaparehistro at pagreretiro at alamin ang petsa kung kelan ito mawawalan ng bisa.</i> <i>1.1 Maglabas ng talaan ng bayarin.</i></p>	<p>Sealing and registration</p> <p><u>Mechanical</u> ₱100.00 for 300kgs below and ₱150.00 for 301kgs and above</p> <p><i>Pagsaselyo at Rehistrasyon</i></p> <p><u>Mekanikal</u> ₱100.00 para sa 300kgs pababa at ₱150.00 para sa 301kgs pataas</p>	<p>15 minutes for every weighing scale</p> <p><i>15 minuto para sa bawat timbangan</i></p>	<p>Clerk Weights and Measures Unit</p> <p><i>Kawani Yunit ng Timbang at Sukat</i></p>
<p>2. Accept the order of payment and pay the required amount</p> <p><i>2. Tanggapin ang talaan ng bayarin at bayaran ang kaukulang halaga.</i></p>	<p>2. Receive the order of payment and issue an official receipt</p> <p><i>2. Tanggapin ang talaan ng bayarin at maglabas ng opisyal na resibo.</i></p>		<p>5 minutes</p> <p><i>5 minuto</i></p>	<p>Collector</p> <p><i>Kolektor</i></p>
<p>3. Present the official receipt and wait while the instrument is for sealing 3.1 Receive the sealed weighing scale/instrument</p> <p><i>3. Ipakita ang opisyal na resibo at maghintay habang</i></p>	<p>3. Check the official receipt and perform the sealing of the weighing scale/instrument 3.1 Return the sealed instrument</p> <p><i>3. Suriin ang opisyal na resibo at gawin ang</i></p>		<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Clerk Weights and Measures Unit</p> <p><i>Kawani Yunit ng Timbang at</i></p>



<p>ang kasangkapan sa timbang at sukat ay sineselyohan. 3.1 Tanggapin ang sinelyuhan na kasangkapan sa timbang at sukat.</p>	<p>pagsehelyo ng timbangan/o kagamitang pangsuikat. 3.1 Ibabalik ang sinelyuhan na kagamitang pang-sukat.</p>			<p>Sukat</p>
<p>For Mobile one-stop Shop</p>				
<p>1. Taxpayers or vendors present the application form, the weighing scale, and other required documents for verification</p> <p>1. Ang mga nagbabayad ng buwis of nagtitinda ay nagpapasa ng aplikasyon, timbangan, at iba pang kinakailangang dokumento para sa pagsusuri.</p>	<p>1. Accept the application form, other required documents, and the weighing scale. Commences with the testing of the apparatus. All findings shall be indicated in the application form. 1.1 Issue order of payment upon checking the weighing scale is in good condition</p> <p>1. Tanggapin ang aplikasyon, iba pang kinakailangang dokumento, at ang timbangan. Simulan ang pagsusuri ng kagamitan. Lahat ng natuklasan ay dapat nakasaad sa aplikasyon. 1.1 Maglabas ng talaan ng bayarin matapos masiguro na nasa maayos na kondisyon ang timbangan.</p>	<p>Sealing and registration <u>Mechanical</u> ₱100.00 for 300kgs below And ₱150.00 for 301kgs and above</p> <p><u>Digital Weighing scale</u> ₱500.00 fixed</p> <p>₱50.00 Additional service charge for each instrument</p> <p>Pagse-selyo at Rehistrasyon <u>Mekanikal:</u> ₱100.00 para sa 300 kgs pababa ₱150.00 para sa 301 kgs pataas</p> <p><u>Digital na Timbangan:</u> ₱500.00 (hindi na mababago)</p> <p>Karagdagang Bayad na Serbisyo: ₱50.00 para sa bawat kagamitang instrumento</p>	<p>6 hours normal duration for 100 instruments (average market)</p> <p>For big markets (Farmers, Balintawak, Mega Q-mart, Suki, Susano & Commonwealth) 200 instruments for 2 days</p> <p>Sa pangkaraniwang palengke, ang karaniwang tagal ay 6 na oras para sa 100 kagamitang instrumento.</p> <p>Para sa malalaking palengke tulad ng Farmers, Balintawak, Mega Q-mart, Suki, Susano, at Commonwealth, ang pangkaraniwang tagal ay 2 araw para sa 200 kagamitang instrumento.</p>	<p>Clerk Weights and Measures Unit</p> <p>Kawani Yunit ng Timbang at Sukat</p>
<p>2. Accept the order of payment and pay the required amount</p> <p>2. Tanggapin ang order ng pagbabayad at bayaran ang kinakailangang halaga.</p>	<p>2. Receive the order of payment and issue an official receipt</p> <p>2. Tanggapin ang order ng pagbabayad at maglabas ng opisyal na resibo.</p>			<p>Collector</p> <p>Kolektor</p>



<p>3. Present the official receipt and wait while the instrument is for sealing 3.1 Receive the sealed weighing scale/instrument</p> <p><i>3. Ipakita ang opisyal na resibo at maghintay habang ang kasangkapan sa timbang at sukat ay sineselyohan. 3.1 Tanggapin ang sinelyuhan na kasangkapan sa timbang at sukat.</i></p>	<p>3. Check the official receipt and perform the sealing of the weighing scale/instrument 3.1 Return the sealed instrument</p> <p><i>3. Suriin ang opisyal na resibo at gawin ang pagseselyo ng timbangan/o kagamitang pang-sukat. 3.1 Ibabalik ang sinelyuhan na kagamitang pang-sukat.</i></p>			<p>Clerk Weights and Measures Unit</p> <p><i>Kawani Yunit ng Timbang at Sukat</i></p>
<p>CALIBRATION OF GASOLINE PUMPS KALIBRASYON NG GASOLINE PUMPS</p>				
<p>1. Taxpayer or gasoline dealer/gasoline station operator sends request letter for calibration of gasoline pumps.</p> <p>2. Random calibration on every gasoline station each quarter.</p> <p><i>1. Ang nagbabayad ng buwis o dealer ng gasolina o operator ng gasolinahan ay nagpapadala ng sulat na hinihiling ang kalibrasyon ng mga pump ng gasolina. 2. Bawat kwarter ay pipili ng gasolinahan na i-calibrate</i></p>	<p>1. Conduct a physical inspection of the gasoline station every quarter for monitoring and checking of gasoline pumps</p> <p><i>1. Isagawa ang pisikal na inspeksyon ng gasolinahan bawat kwarter para sa pagsubaybay at pagsusuri ng mga pump ng gasolina.</i></p>	<p>₱ 50.00 (calibration fee)</p> <p>₱ 100.00 (Re-testing/ re-sealing fee) per nozzle</p> <p>₱100.00 (Renewal of seal) per nozzle</p> <p>₱500.00 (Registration per nozzle)</p> <p><i>₱50.00 - Bayad sa Kalibrasyon</i></p> <p><i>₱100.00 - Bayad sa Pagsusuri/Ulitin ang pagseselyo ng bawat nozzle</i></p> <p><i>₱100.00 - Bayad sa pagpaparehistro ng bawat nozzle</i></p> <p><i>₱500.00 - Bayad sa rehistrasyon bawat nozzle</i></p>	<p>2 hours (depends on the area/location of the gasoline station)</p> <p><i>2 oras (depende sa lokasyon ng gasolinahan)</i></p>	<p>Clerk Weights and Measures Unit</p> <p><i>Kawani Yunit ng Timbang at Sukat</i></p>
<p>Total <i>Kabuuan</i></p>			<p>2 hours 2 oras</p>	



**MARKET RAID
OPERASYON SA PAMILIHAN**

Market Raid is an external service of the City Treasurer's Office conducted to check weighing scales/instruments it is properly sealed or used for illegal purposes by the market vendors.

Ang Market Raid ay isang serbisyong panlabas ng Tanggapan ng Ingat-Yaman ng Lungsod na isinasagawa upang suriin kung ang mga timbangan o mga kagamitang pangsuksukat ay wastong nase-selyo o ginagamit para sa mga ilegal na layunin ng mga nagtitinda sa palengke.

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City market vendors or market sellers that use weighing scales or instruments in their business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Mission Order		City Treasurer		
2.Calibrated Test Weights		DOST		
3.Letter of information addressed to Concerned Department		PNP, MDAD		
4.Confiscation Weighing Scale Slip		Taxes and Fees Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The market vendor or owner of the weighing scale must present the instrument for immediate testing	1.Check the weighing scale or instruments presented by using test weights and if it is sealed or not *illegal weighing scales will be confiscated immediately	₱ 500.00 for every instrument seized. Additional penalties may apply based on the nature of the violation and the amount of arrears	The actual raid lasted 1 hour	Weights and Measures Unit Personnel Examination Division
<i>1. Ang nagtitinda sa palengke o may-ari ng timbangan ay dapat magpresenta ng instrumento para sa agarang pagsusuri.</i>	<i>1. Suriin ang timbangan o mga kagamitang pangsuksukat na iniharap gamit ang mga instrumentong pangsuri at tiyakin kung ito ay selyado o hindi. *Mga ilegal na timbangan ay agad na isasamsam</i>	<i>₱500.00 para sa bawat instrumentong isinasamsam. Maaaring magkaroon ng karagdagang multa batay sa kalikasan ng paglabag at halaga ng mga kailangang bayaran na hindi nabayaran.</i>	<i>Ang aktuwal na raid ay tumagal ng 1 oras.</i>	<i>Yunit ng Timbang at Sukat Personnel Dibisyon ng Pagsusuri</i>
2.Receive the confiscated weighing scale form indicating the type of instrument	2.Issue confiscation weighing scale form			Inspectors Weights and Measures Unit/ Examination



<p>and owner's name</p> <p>2. <i>Tanggapin ang form ng isinasamsam na timbangan na naglalaman ng uri ng instrumento at pangalan ng may-ari.</i></p>	<p>Original copy-Owner A duplicate attached to the confiscated instrument Triplicate copy-Examination Division</p> <p>2. <i>Maglabas ng form ng pagsasamsam ng timbangan. *Orihinal na kopya - may-ari *Isang kopyang nakalakup sa isinasamsam na instrumento * Triplicate copy-Examination Division</i></p>			<p>Division</p> <p><i>Inspektor Yunit ng Timbang at Sukat / Seksyon ng Pagsusuri</i></p>
<p>3. Proceed to the City Hall for payment of penalty 3.1 Pay the required amount and receive an official receipt 3.2 Present the official receipt</p> <p>3. <i>Pumunta sa Munisipyo upang magbayad ng multa. 3.1 Bayaran ang kaukulang halaga at tanggapin ang opisyal na resibo. 3.2 Ipakita ang opisyal na resibo</i></p>	<p>3. Check the record of the confiscated weighing scale 3.1 Issue order of payment for penalty 3.2 Accept the official receipt</p> <p>3. <i>Suriin ang talaan ng isinasamsam na timbangan. 3.1 Maglabas ng talaan ng bayarin para sa multa. 3.2 Tanggapin ang opisyal na resibo.</i></p>	<p>Additional penalties may apply based on the nature of the violation and the amount of arrears</p> <p><i>Maaaring magkaroon ng karagdagang multa batay sa kalikasan ng paglabag at halaga ng mga hindi nabayaranang kailangan.</i></p>		<p>Clerk Weights and Measures Unit</p> <p>Collector</p> <p><i>Kawani Yunit ng Timbang at Sukat</i></p> <p><i>Kolektor</i></p>
<p>4. Receive the weighing scale sealed</p> <p>4. <i>Tanggapin ang selyadong timbangan</i></p>	<p>4. Release the confiscated weighing scale sealed to the owner upon presentation of the official receipt</p> <p>4. <i>Ibaba ang selyadong isinasamsam na timbangan sa may-ari kapag nagpakita ito ng opisyal na resibo.</i></p>			<p>Clerk Weights and Measures Unit</p> <p><i>Kawani Yunit ng Timbang at Sukat</i></p>
	<p>Total <i>Kabuuan</i></p>		<p>1 hour 1 oras</p>	



**EXAMINATION OF BOOKS OF ACCOUNTS
PAGSUSURI NG MGA BOOKS OF ACCOUNTS**

Examining books of accounts of business operators in Quezon City to determine the correct gross receipts of the business relative to its declaration in their tax payments

Pagsusuri ng mga Books of Accounts ng mga negosyo sa Lungsod ng Quezon upang matukoy kung tama ang kanilang deklarasyon ng Gross Receipt at kung tama ang kaukulang buwis na kanilang binabayaran.

Office or Division:	Examination Division			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Quezon City Treasurer under Sec. 222, SP 91 S-1993			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Registered Books of Accounts		Business owner		
2.Sales invoice		Business owner		
3.Audited Financial Statement		Accountant		
4.Income Tax Return (ITR)		BIR		
5.VAT Returns/Percentage Tax Return		BIR		
6.Letter of Authority		City Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Receive the issued Letter of Authority 1.1Taxpayer/authorized representative present and submit the complete documentary requirements <i>1. Tanggapin ang isina publikong Sulat ng Otoridad 1.1 Ang Taxpayer/awtorisadong kinatawan ay magpapakita at magpapasa ng kumpletong dokumentaryong kinakailangan</i>	1.Serve the Letter of Authority (LOA) with the list of required documents 1.1Set the schedule of examination <i>1. Ipadala ang Sulat ng Otoridad (LOA) kasama ang listahan ng mga kinakailangang dokumento at isumite 1.1 Itakda ang petsa ng pagsusuri</i>	Depends on the tax deficiency based on audited documents presented <i>Depende sa kakulangan sa buwis batay sa mga isinumiteng dokumento na sinuri</i>	Serving of LOA depends on the area - Submission of documents to Examiner is 5 days <i>Ang pagpapadala ng LOA ay nakabatay sa lokasyon ng negosyo. -Ang pagsusumite ng mga dokumento sa Eksaminador ay sa loob ng 5 araw</i>	Revenue Examiner Examination Division Eksaminador ng Kita Pangaklatang Pag-aaral
2. Request for a schedule of appointment to assigned Revenue Examiner	2.Evaluate and assess the data gathered through audit to determine the deficiency or tax		21 days	Revenue Examiner Examination Division



<p><i>2. Magtakda mg skedyul / araw/ oras upang makipag ugnayan / diskusyon/ makipag usap sa Revenue Examiner patungkol sa pagsusuring naganap</i></p>	<p>delinquency (if there is any) 2.1 Prepare the Data and Assessment form and submit to the respective Supervising Revenue Examiner for review and validation of the examination findings 2.2 Upon validation of the examination findings, Supervising Revenue Examiner submit the Data and Assessment form together with the attachments to the Chief of the Examination 2.3 The Chief of Examination Division causes the preparation of Notice of Assessment for approval of the City Treasurer 2.4 Revenue Examiner inform the taxpayer of the amount of deficiency/tax delinquency upon approval of the Notice of Assessment by the City Treasurer *In case, taxpayer delay the examination for no apparent reason, Revenue Examiner shall report the non-compliance for proper legal action *In case, taxpayer failed to settle its deficiency/tax delinquency within the prescribed period of time (60 days), proper legal action will be enforced</p> <p><i>2. Suriing ang nakalap na datos sa mga dokumentong isinumeti upang malaman kung may kakulangan sa mga buwis na binayaran (kung mayroon kakulangan) 2.1 Ihanda ang mga datos at Assessment</i></p>		<p>21 araw</p>	<p>Supervising Revenue Examiner Examination Division</p> <p>Chief of Examination Division</p> <p>City Treasurer</p> <p>Revenue Examiner Examination Division</p> <p><i>Eksaminador ng Kita Pangaklatang Pag-aaral</i></p> <p><i>Tagapangasiwa</i></p>
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	<p>form at isumite sa Supervising Revenue Examiner upang masuring maigi at maipaliwanag ang pagsusuring ginawa</p> <p>2.2 Pagkatapos ng maiging pagsusuri ng Supervising Revenue Examiner sa Assessment ng Revenue Examiner, ipapasa na ito ang mga dokumento at Assessment sa Hepe ng Examination Division.</p> <p>2.3 Gagawan ng Notice of Assessment ng Hep eng Examination Division ang nasabing kumpanya base sa resulta ng pagsusuri na siyang ipapa aprubahan ng Tesurero ng Lungsod</p> <p>2.4 Pag na aprubahan na ng Tesorero ang Notice of Assessment, maaari ng ipagbigay alam ng Revenue Examiner sa nagbabayad ng buwis o kinatawan ng kompanya ang resulta ng pagsusuri, kung ito'y may kakulangan sa buwis na nabayaran.</p> <p>*Kung maantala ang pagsusuring gagawin ng walang sapat na dahilan, iuulat ito ng Revenue Examiner bilang Non-compliance upang maaksyunang legal ang nasabing kumpanya.</p> <p>*Kung hindi mabayaran ng taxpayer ang kanyang kakulangan / delingkwensyang bayad sa buwis sa loob ng itinakdang araw (60 araw), aaksyunang legal ang nasabing kumpanya</p>			<p>ng Eksaminador ng Kita Pangaklatang Pag-aaral</p> <p>Pinuno ng Pangaklatang Pag-aaral</p> <p>Tesorero ng Lungsod</p> <p>Eksaminador ng Kita Pangaklatang Pag-aaral</p>
<p>3.Receive the printed Tax Bill and pay the tax</p>	<p>3.Issue printed tax bill based on the indicated</p>		<p>10 minutes</p>	<p>Assessment Officer</p>



delinquency indicated in Tax Bill <i>3. Tanggapin ang naka-print na Bill ng Buwis at bayaran ang kabuuang utang na nakasaad sa Bill ng Buwis.</i>	tax delinquency 3.1 Accept payment and issue official receipt <i>3. Ipagkaloob ang naka-print na bill ng buwis batay sa nakasaad na kawalan sa buwis 3.1 Tanggapin ang bayad at maglabas ng opisyal na resibo</i>		10 minuto	Collector <i>Opisyal ng Pagtasa ng Buwis Kolektor</i>
4. Present the original and submit and photocopy of Tax Bill and Official Receipt 4.1 Receive the approved Letter of Confirmation (LOC) <i>4. Ipakita ang orihinal at isumite ang kopya at photocopied ng Bill ng Buwis at Opisyal na Resibo 4.1 Tanggapin ang aprubadong Sulat ng Kumpirmasyon (LOC)</i>	4. Receive the submitted copy of official receipt 4.1 Prepare the Letter of Confirmation for approval of the City Treasurer upon full payment of any tax deficiency <i>4. Tanggapin ang inihain na kopya ng opisyal na resibo 4.1 Ihanda ang Sulat ng Kumpirmasyon para sa aprobasyon ng Taga-Pangasiwa ng Lungsod sa buong pagbabayad ng anumang kakulangan sa buwis</i>		5 minutes 10 minutes 5 minuto 10 minuto	Revenue Examiner City Treasurer Releasing Clerk Examination Division <i>Eksaminador ng Kita Tesorero ng Lungsod Kawani sa Pagpapalabas Pangaklatang Pag-aaral</i>
Total <i>Kabuuan</i>			21 days and 25 minutes <i>21 araw at 25 minuto</i>	

APPLICATION OF BUSINESS RETIREMENT CERTIFICATE PAG-AAPLAY NG SERTIPIKASYON NG PAGRERETIRO NG NEGOSYO

Business Retirement Certification is issue to business operators that voluntarily or involuntarily discontinue or close its business operation

Ang Sertipikasyon ng Pagreretiro ng Negosyo ay ibinibigay sa mga negosyanteng kusa o di-kusang nagtigil o nagsara ng kanilang operasyon sa negosyo.

Office or Division:	Business Retirement Unit-Examination Division
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Quezon City Business owners/operators closing their business
CHECKLIST OF REQUIREMENTS	
1. Business Retirement Application form with location map originally signed by the owner	Business Retirement Unit
2. Original (latest) tax bill, official receipts (3 yrs) and Original Business Permit (latest)	Business Permit and Licensing Department (Business Permit)



3. Single Proprietorship: Original Affidavit of closure with exact effectivity date of closure Partnership: Original Partnership Dissolution with exact effectivity date of closure (original signed by all partners) Corporation: Original Secretary's Certificate or Board Resolution on closure or transfer of business with exact effectivity date of closure		Business Owner/operator		
4. Government issued ID Single Proprietorship: Original to be presented and photocopy to be submitted) Partnership: all ID of partners are required Corporation: ID of the president and signatories to the Board of Resolution (original to be presented and photocopy to be submitted) *Authorization letter from the owner and valid ID of the authorized representative		Business Owner/operator		
5. Original Barangay Certificate with exact effectivity date of closure and Official receipt paid from Barangay		Barangay Hall		
6. BIR Certificate of Registration (original to be presented and photocopy to be submitted)		BIR		
7. Original Certified Breakdown of Sales, if there are two or more line of business, branches & if AFS is consolidated				
8. Proof of business tax payment, tax bill, permit issued by other LGUs where other operations are situated (original to be presented and photocopy to be submitted)		Other LGU's		
9. Latest ITR with AFS on or before closure from the last payment of business operation (original to be presented and photocopy to be submitted)		BIR		
10. Latest VAT or Percentage Tax Returns (original to be presented and photocopy to be submitted)		BIR		
11. Books of Accounts (present upon evaluation/actual inspection and examination)		BIR		
12. Special Power of Attorney (SPA)		Owner or client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SUBMISSION OF APPLICATION 1. Submit accomplished business retirement form with location map with complete documentary requirements *To avoid penalty, application shall be made within 20 days upon closure of business 1.1 Receive the releasing form and wait	1. Receive the submitted accomplished form with complete documentary requirements 1.1 Issue releasing form with tentative date		10 minutes	Receiving Clerk, Business Examination and Retirement Division



<p>for the set appointment with the Revenue Examiner</p> <p>PAGSUSUMITE NG APLIKASYON</p> <p>1. Isumite ang nasagawang form ng pagreretiro ng negosyo kasama ang mapa ng lokasyon na may kumpletong dokumentaryong kinakailangan. *Upang maiwasan ang multa, ang aplikasyon ay dapat gawin sa loob ng 20 araw mula sa pagkasara ng negosyo.</p> <p>1.1 Tanggapin ang porma ng pagpapalabas at maghintay ng itinakdang appointment sa Eksaminador ng Kita.</p>	<p>1. Tanggapin ang isinumiteng nasagawang form na may kumpletong mga kinakailangang dokumento.</p> <p>1.1 Ibigay ang porma ng pagpapalabas na may tentatibong petsa.</p>		<p>10 minuto</p>	<p>Kawani sa Pagtanggap, Pangaklatang Pagsusuri at Pagreretiro ng Negosyo</p>
<p>Total Kabuuhan</p>			<p>10 minutes 10 minuto</p>	
<p>EVALUATION/ CONSULTATION</p> <p>2.Return to the office on scheduled appointment with Revenue Examiner, if applicable</p> <p>2.1 Request for the issuance of the Tax Bill</p> <p>PAGSUSURI / PAGKONSULTA</p> <p>2. Bumalik sa opisina sa itinakdang appointment kasama ang Eksaminador ng Kita, kung kailangan</p> <p>2.1 Hilingin ang paglabas ng Bill ng Buwis</p>	<p>2. Discuss with Business Retirement Applicant issues or concerns, if any</p> <p>2.1 Receive the docket for issuance of the Tax Bill</p> <p>2.2 Inform the applicant to return within 3 days for the Tax Bill</p> <p>2. Talakayin ang mga isyu o mga alalahanin kasama ang aplikante ng Pagreretiro ng Negosyo, kung mayroon man</p> <p>2.1 Tanggapin ang dolyar para sa paglabas ng Bill ng Buwis</p> <p>2.2 Ipabatid sa aplikante na bumalik sa loob ng 3 araw para sa</p>		<p>20 minutes</p> <p>20 minuto</p>	<p>Examiner, Examination and Retirement Division</p> <p>Assessment Clerk, Examination and Retirement Division</p> <p>Eksaminador, Pangaklatang Pagsusuri at Pagreretiro ng Negosyo</p> <p>Kawani sa Pagtasa ng Buwis, Pangaklatang Pagsusuri at Pagreretiro ng Negosyo</p>



		<i>Bill ng Buwis</i>		
			Total <i>Kabuuan</i>	20 minutes <i>20 minuto</i>
ISSUANCE OF TAX BILL FOR PAYMENT				
3. Return to the office to receive the approved tax bill and order of certification fee	3. Issue printed tax bill with approval from City Treasurer	Depends on the ff: -Line of business -Gross sales -Area of business delinquency and/or deficiency taxes -date of closure		5 minutes
3.1 Pay the amount due and certification fee	3.1 Accept payment and issue the official receipt			5 minutes
3.2 Submit the original and photocopy of the tax bill, official receipt for taxes paid, and official receipt for certification fee to Clerk	3.2 Receive the documents and prepare the business retirement certificate			5 minutes
	3.3 Inform the applicant to return within 3 days for the issuance of the signed certification	Certification Fee: P200.00		
PAGLABAS NG BILL NG BUWIS PARA SA PAGBABAYAD				
3. Bumalik sa opisina upang tanggapin ang aprobadong bill ng buwis at utos ng bayad para sa sertipikasyon	3. Ibahagi ang naka-print na bill ng buwis na may aprobasyon mula sa Tagapangasiwa ng Lungsod	Depende sa mga sumusunod: - Uri ng negosyo - Kabuuang benta - Lugar ng kakulangan sa buwis at/o kakulangan sa buwis - Petsa ng pagsasara		5 minuto
3.1 Bayaran ang halagang dapat at bayad para sa sertipikasyon	3.1 Tanggapin ang bayad at maglabas ng opisyal na resibo			5 minuto
3.2 Isumite ang orihinal at kopya ng bill ng buwis, opisyal na resibo para sa mga buwis na bayad, at opisyal na resibo para sa bayad ng sertipikasyon sa Kawani	3.2 Tanggapin ang mga dokumento at ihanda ang sertipikasyon ng pagreretiro ng negosyo	Bayad sa Sertipikasyon: P200.00		5 minuto
	3.3 Abisuhan ang aplikante na bumalik sa loob ng 3 araw para sa paglabas ng lagda ng sertipikasyon			
			Total <i>Kabuuan</i>	15 minutes <i>15 minuto</i>
RELEASE OF CERTIFICATION				
4. Receive the Business Retirement Certificate	4. Release the Business Retirement Certificate			5 minutes
				Releasing Clerk, Examination and Retirement Division



4. Tanggapin ang Sertipikasyon ng Pagreretiro ng Negosyo	4. Ipagkaloob ang Sertipikasyon ng Pagreretiro ng Negosyo		5 minuto	Kawani sa Pagpapalabas, Pangaklatang Pagsusuri at Pagreretiro ng Negosyo
Total Kabuuan			5 minutes 5 minuto	

ISSUANCE OF REAL PROPERTY TAX CLEARANCE (WALK-IN)

PAGLABAS NG CLEARANCE SA BUWIS NG LUPA (PERSONAL NA PAGDATING)

Real Property Tax Clearance is issued to the property owner as proof of complete Real Property tax payment in the Quezon City which provided to a lending company, bank or personal use.

Ang Clearance sa Buwis ng Lupa ay inilalabas sa may-ari ng property bilang patunay ng buong pagbabayad ng Buwis ng Lupa sa Lungsod Quezon. Ito ay ibinibigay sa isang lending company, bangko, o personal na gamit.

Office or Division:	Real Estate Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Real Property owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Real Property Tax Clearance Unified Application form		Tax Clearance Section		
2. Latest Official receipt of Real Property tax (1 photocopy)		Real Property owner		
3. Updated Tax Declaration (1 photocopy)		City Assessor's Office		
4. S.P.A/ Authorization letter, Secretary Certificate (Corporation/Company) if not declared as Real Property owner (1 photocopy) <ul style="list-style-type: none"> If owner, one (1) government issued ID (1 photocopy) If owner is overseas, SPA is required If property has been bought but the Tax Declaration is declared under previous owner, submit a copy of Deed of Sale and one government issued ID of the buyer (1 photocopy each) If the owner is deceased, Extrajudicial Settlement and 1 (one) government issued ID of requesting party (1 photocopy each) 		Real Property owner		
5. Previous copy of Tax Clearance acquired (if available) 1 photocopy/duplicate copy		Real Property owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished unified application form and other documentary requirements at the 2 nd Floor Treasurer's Office,	1. Receive the accomplished form and evaluate the completeness of the submitted requirements and	₱100.00 per Tax Declaration	10 minutes	Receiving clerk Tax Clearance Section



<p>Real Estate Division, Tax Clearance Section</p> <p>1. Isumite ang punumipirmahang pormularyo ng pag-aaplay at iba pang kinakailangang dokumento sa Ikalawang Palapag ng Tanggapan ng Kabanatahan, Seksyon ng Clearance sa Buwis sa Real Estate Division.</p>	<p>determine if declared owner or authorized person 1.1 Check and inform the taxpayer of their latest payment made on the property (if property is not yet paid for the current year) 1.2 Print the history of payment of the property 1.3 Issue order of payment</p> <p>1. Tanggapin ang punumipirmahang pormularyo at suriin ang kumpletong pagkapasa ng mga isinumiteng kinakailangang dokumento at alamin kung ang nagdeklarang may-ari o awtorisadong tao. 1.1 Suriin at ipaalam sa nagbabayad ng buwis ang pinakabagong bayad na ginawa sa property (kung hindi pa nababayaran ang property para sa kasalukuyang taon). 1.2 I-print ang kasaysayan ng pagbabayad ng property. 1.3 Ibigay ang order ng pagbabayad.</p>	<p>₱100.00 bawat Declarasyon ng Buwis</p>	<p>10 minuto</p>	<p>Kawani sa Pagsasagawa Seksyon ng Clearance sa Buwis</p>
<p>2. Accept the order of payment and pay the required amount</p> <p>2. Tanggapin ang order ng pagbabayad at</p>	<p>2. Receive the payment and order of payment 2.1 Issue official receipt 2.2 Issue claim stub specified the releasing date</p> <p>2. Tanggapin ang bayad at order ng</p>		<p>5 minutes</p> <p>5 minuto</p>	<p>Collector Tax Clearance Section</p> <p>Receiving Clerk</p> <p>Kolektor Seksyon ng</p>



<p><i>bayaran ang kinakailangang halaga.</i></p>	<p><i>pagbabayad.</i> <i>2.1 Ibigay ang opisyal na resibo.</i> <i>2.2 Ibigay ang claim stub na nagtatakda ng petsa ng paglabas.</i></p>			<p><i>Clearance sa Buwis</i></p> <p><i>Kawani sa Pagsasagawa</i></p>
<p>3. Accept the claim stub and return on the specified releasing date</p> <p><i>3. Tanggapin ang claim stub at bumalik sa itinakdang petsa ng paglabas.</i></p>	<p>3. Check the status of the real property tax payment records and determine if there are any deficiency taxes and notify the taxpayer thru SMS-contact number stated in the application form</p> <p>3.1 Printing of Tax Clearance 3.2 Approval of the designated officer</p> <p><i>3. Suriin ang katayuan ng mga rekord ng pagbabayad ng buwis sa real property at alamin kung mayroong anumang kakulangan sa buwis at ipaalam sa taxpayer sa pamamagitan ng SMS sa contact number na nakasaad sa pormularyo ng aplikasyon.</i> <i>3.1 I-print ang Clearance sa Buwis.</i> <i>3.2 Aprobahan ng itinalagang opisyal.</i></p>		<p>3 days</p> <p><i>3 araw</i></p>	<p>Receiving clerk Tax Clearance Section</p> <p><i>Kawani sa Pagsasagawa Seksyon ng Clearance sa Buwis</i></p>
<p>4. Proceed to the releasing counter on the day of release and present the claim stub</p> <p><i>4. Pumunta sa counter ng paglabas sa araw ng paglabas at ipakita ang claim stub.</i></p>	<p>4. Release Tax Clearance with security seal and official receipt of the tax clearance fee</p> <p><i>4. Ilabas ang Clearance sa Buwis na may seguridad na</i></p>		<p>5 minutes</p> <p><i>5 minuto</i></p>	<p>Releasing clerk Tax Clearance Section</p> <p><i>Kawani sa Paglabas Seksyon ng Clearance sa</i></p>



	<i>tatak at opisyal na resibo ng bayad ng buwis sa clearance.</i>			<i>Buwis</i>
		Total Kabuuhan	3 Days and 20 minutes <i>Tatlong Araw at Dalawampung Minuto</i>	
<p>Note: Application with submitted <u>Previous Tax Clearance</u> filed from 8:00 am to 12:00 noon, Real Property Tax Clearance will be released within the day. However, application filed beyond 12:00 noon, Real Property Tax Clearance will be released on the following day.</p> <ul style="list-style-type: none"> • New application or no attached previous tax clearance – 3 working days • 10- 30 tax clearance applications – 5 working days • 31 and more tax clearance applications – 10 working days <p>Pansin: <i>Ang aplikasyon na may isinumiteng Nakaraang Clearance sa Buwis ay tatanggapin mula 8:00 ng umaga hanggang 12:00 ng tanghali. Ang Clearance sa Buwis ng Lupa ay ilalabas sa loob ng araw. Gayunpaman, ang aplikasyon na isinumite pagkatapos ng 12:00 ng tanghali ay ilalabas ang Clearance sa Buwis ng Lupa kinabukasan.</i></p> <ul style="list-style-type: none"> • <i>Bagong aplikasyon o walang kasamang nakaraang clearance ng buwis - 3 na araw na pantrabaho</i> • <i>10 hanggang 30 aplikasyon ng clearance sa buwis - 5 na araw na pantrabaho</i> • <i>31 o higit pang aplikasyon ng clearance sa buwis - 10 na araw na pantrabaho</i> 				

**ONLINE APPLICATION OF REAL PROPERTY TAX CLEARANCE
PAG-AAPLAY NG CLEARANCE SA BUWIS NG LUPA SA ONLINE**

Office or Division:	Real Estate Division
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Quezon City Real Property owners
CHECKLIST OF REQUIREMENTS (READABLE SCANNED/ IMAGE)	
1. Real Property Tax Clearance Online Application (copy, paste and fill up) APPLICATION REQUEST: TAX CLEARANCE <ul style="list-style-type: none"> • Name of Applicant • Email Address of applicant • Name of Real Property Owner • Address • Contact Nos • No. of copies of Tax Clearance • Tax Year 	WHERE TO SECURE Tax Clearance Section
2. Latest Tax Declaration (Readable scanned /picture image / photo)	City Assessor's Office
3. Latest Official receipt of Real Property tax (Readable scanned image/photo)	Real Property owner
4. S.P.A/ Authorization letter, Secretary Certificate (Corporation/Company) if not declared as Real Property owner <ul style="list-style-type: none"> • If owner, 1 government issued ID • If owner is overseas, SPA is required • If property has been bought but the Tax Declaration is declared under previous owner, submit a copy of Deed of Sale and provide one (1) government issued ID of the buyer 	Real Property owner



<ul style="list-style-type: none"> If the owner is deceased, Extrajudicial Settlement and provide one (1) government issued ID of requesting party 				
5. Previous copy of Tax Clearance acquired (if available)			Real Property owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.Fill –out online application form attached with scanned image with complete requirements and send it thru email address: realestate.cto@quezoncity.gov.ph</p> <p><i>1. Punan ang online na pormularyo ng aplikasyon at isama ang iskaning larawan ng kumpletong mga kinakailangang dokumento. Ipadala ito sa email address: realestate.cto@quezoncity.gov.ph</i></p>	<p>1.Receive the accomplished form and evaluate the completeness of the submitted requirements and determine if declared owner or authorized person</p> <p>1.1 Issue order of payment with details on how and where to pay</p> <p><i>1. Tanggapin ang punumipirmahang pormularyo at suriin ang pagiging kumpleto ng isinumiteng mga kinakailangang dokumento at alamin kung ang nagdeklarang may-ari o awtorisadong tao.</i></p> <p><i>1.1 Ibigay ang order ng pagbabayad na may detalye kung paano at saan magbayad.i</i></p>	<p>₱ 100.00 per Tax Declaration</p> <p><i>₱100.00 bawat Declarasyo n ng Buwis</i></p>	<p>10 minutes or depends on the number of email receive and respond (first come-first serve basis)</p> <p><i>10 minuto o depende sa dami ng mga natanggap na email at tugon (batas ng una-una)</i></p>	<p>Receiving clerk Tax Clearance Section</p> <p><i>Kawani sa Pagsasagawa Seksyon ng Clearance sa Buwis</i></p>
<p>2.Accept the order of payment and pay the required amount</p> <p><i>2. Tanggapin ang order ng pagbabayad at bayaran ang kinakailangang halaga.</i></p>				<p>Taxpayer</p> <p><i>Nagbabayad ng Buwis</i></p>
<p>3.Send the copy of payment (scanned photo/ image) with the order of payment, email address: misc taxpayment.cto@quezoncity.gov.ph cc: realestate.cto@quezoncity.gov.ph</p>	<p>3. Receive the copy of payment and order of payment</p> <p>3.1 Issue official receipt</p> <p>3.2 check the status of the real property tax payment records and determine if there are any deficiency taxes and will notify the taxpayer thru phonecall, SMS or email address stated in the application form</p> <p>3.3 Printing of Tax</p>		<p>3 days (after payment)</p> <p>Acknowledgement email from Miscellaneous Section</p>	<p>Designated online cashier clerk</p> <p>Receiving clerk Tax Clearance Section</p>



<p>3. Ipadala ang kopya ng pagbabayad (iskaned na larawan/litrato) kasama ang order ng pagbabayad sa email address: <i>misctaxpayment.cto@quezoncity.gov.ph</i> cc: <i>realestate.cto@quezoncity.gov.ph</i></p>	<p>Clearance 3.4 Signature/ approval of designated officer 3.5 Send the claim stub with confirmation email</p> <p>3. <i>Tanggapin ang kopya ng pagbabayad at order ng pagbabayad.</i> 3.1 <i>Ibigay ang opisyal na resibo.</i> 3.2 <i>Suriin ang katayuan ng mga rekord ng pagbabayad ng buwis sa real property at alamin kung mayroong anumang kakulangan sa buwis. Magbibigay ng abiso sa taxpayer sa pamamagitan ng tawag, SMS, o email address na nakasaad sa pormularyo ng aplikasyon.</i> 3.3 <i>I-print ang Clearance sa Buwis.</i> 3.4 <i>Lagda/aprobasyon ng itinalagang opisyal.</i> 3.5 <i>Ipadala ang claim stub kasama ang kumpirmasyon sa email.</i></p>		<p>3 araw (matapos ang pagbabayad)</p> <p>Email na Pagtanggap mula sa Seksyon ng Pag-aasikaso ng Iba't ibang mga Bagay</p>	<p>Tinukoy na Kawani ng Online Cashier</p> <p>Kawani sa Pagsasagawa Seksyon ng Clearance sa Buwis</p>
<p>4. Receive the confirmation email and claim stub with specified release date 4.1 Print the confirmation email and claim stub</p> <p>4. <i>Tanggapin ang kumpirmasyon sa email at claim stub na may tinukoy na petsa ng paglabas.</i> 4.1 <i>I-print ang kumpirmasyon sa email at claim stub.</i></p>				
<p>5. Proceed to 2nd Floor, Annex Building Real Estate Division, Tax Clearance Section. Present the printed copy of confirmation email with claim stub, photocopy ID of the</p>	<p>5. Receive the copy of confirmation email with claim stub together with the releasing requirements 5.1 Release Tax Clearance with</p>		<p>5 minutes</p>	<p>Receiving clerk Tax Clearance Section</p> <p>Releasing Clerk</p>



owner, photocopy ID of the authorized representative and SPA or Authorization letter on the specified releasing date	security seal and official receipt of tax clearance fee			Tax Clearance Section
<i>5. Pumunta sa Ikalawang Palapag, Annex Building, Seksyon ng Real Estate Division, Seksyon ng Clearance sa Buwis. I-presenta ang na-print na kopya ng kumpirmasyon sa email kasama ang claim stub, kopya ng ID ng may-ari, kopya ng ID ng awtorisadong kinatawan, at SPA o Sulat ng Pahintulot sa tinukoy na petsa ng paglabas.</i>	<i>5. Tanggapin ang kopya ng kumpirmasyon sa email kasama ang claim stub kasama ang mga kinakailangang dokumento sa paglabas. 5.1 Ilabas ang Clearance sa Buwis na may tatak na seguridad at opisyal na resibo ng bayad ng buwis sa clearance.</i>		5 minuto	<i>Kawani sa Pagsasagawa Seksyon ng Clearance sa Buwis Kawani sa Pagpapalabas Seksyon ng Clearance sa Buwis</i>
Total Kabuuhan		3 days and 15 minutes 3 araw at 15 minuto		
<p>*Note: Three (3) working days after payment acknowledgement email from Miscellaneous Section For Ten (10) or more Tax Clearance application- apply directly to the Tax Clearance Office</p> <p>*Pansin: Tatlong (3) araw na pantrabaho matapos ang pagtanggap ng email na pagtanggap ng bayad mula sa Seksyon ng Miscellaneous. Para sa sampu (10) o higit pang aplikasyon ng Clearance sa Buwis - mag-apply nang direkta sa Tanggapan ng Clearance sa Buwis.</p>				

ASSESSMENT AND BILLING OF REAL PROPERTY TAX PAGTATAYA AT PAGSISINGIL NG BUWIS SA LUPA

Performing proper computation and billing of Real Property Taxes prior to its actual payment

Gumagawa ng tamang pagkalkula at pagsisingil ng Buwis sa Lupa bago ito aktwal na bayaran.

Office or Division:	Real Estate Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Real Property Owners/Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Tax Declaration		City Assessor		
2.Real Property Tax (RPT) official receipts (Latest)		Taxpayers Payment Lounge		
3.Title		Register of Deeds		
4.Real Property Tax Credit application form		Real Estate Division		
5.Real Property Tax Credit: Request Letter, original Official Receipts, Tax Declaration (Latest) and S.P.A with government issued ID (if not the declared owner)		Taxpayer/Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>Current Real Property Tax (RPT) payment 1. Present latest official receipt, tax declaration or title 1.1 Receive printed RPT bill 1.2 Proceed to Taxpayer's Payment Lounge for payment</p> <p>Kasalukuyang Bayad ng Buwis sa Lupa (RPT) 1. I-presenta ang pinakabagong opisyal na resibo, deklarasyon ng buwis, o titulo 1.1 Tanggapin ang na-print na RPT bill 1.2 Pumunta sa Taxpayer's Payment Lounge para sa pagbabayad</p>	<p>1. Verify the RPT payment 1.2 Assess and bill the Real property tax due 1.1. Issue printed RPT bill</p> <p>1. Tiyakin ang bayad ng RPT 1.2 Tanyahin at singilin ang dapat na Buwis sa Real Property 1.1 Ibigay ang na-print na RPT bill</p>	<p>As stated in the RPT Bill</p> <p>Tulad ng nakasaad sa RPT Bill</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Assessment Officer Real Property Assessment Lounge</p> <p>Opisyal ng Pagtataya sa Buwis Sala sa Pagtataya ng Real Property</p>
<p>Total Kabuuan</p>			<p>10 minutes 10 minuto</p>	
<p>Real Property Tax Delinquent (Not included in the Real Properties for Auction) 1. Proceed to the 2nd Floor Real Estate Division 1.1 Present latest official receipt/tax declaration, Statement/ Notice of Delinquency and other requirements *For staggered payment, Proceed to Delinquency Section for installment payment undertaking 1.2 Receive the RPT Bill and pay the required amount</p> <p>Delingkwenteng Buwis sa Real Property (Hindi kasama sa mga Real Properties para sa Auction) 1. Pumunta sa Ikalawang Palapag ng Real Estate Division 1.1 Ipakita ang pinakabagong opisyal na resibo/pagdedeclarasyon ng buwis, Pahayag/Abiso ng Delinquency at iba pang mga kinakailangan *Para sa staggered</p>	<p>1. Verify the RPT payment 1.2 Assess and bill the Real property tax due or as indicated in the agreement 1.3 Countersign the printed RPT Bill by the supervisor 1.4 Accept the RPT bill and payment 1.5 Issue RPT official receipts</p> <p>1. Tiyakin ang bayad ng RPT 1.2 Tanyahin at singilin ang dapat na Buwis sa Real Property o ayon sa nakasaad sa kasunduan 1.3 Lagdaan ng pirma ang na-print na RPT Bill ng tagapamahala 1.4 Tanggapin ang RPT bill at bayad 1.5 Ibahagi ang mga Opisyal na</p>	<p>As stated in the RPT Bill</p> <p>Tulad ng nakasaad sa RPT Bill</p>	<p>20 minutes</p> <p>20 minutes</p> <p>20 minuto</p> <p>20 minuto</p>	<p>Assessment Officer</p> <p>Supervisor Delinquency Section</p> <p>Collector Delinquency Section</p> <p>Opisyal ng Pagtataya</p> <p>Supervisor Seksyon ng Delinquency</p> <p>Kolektor Seksyon ng Delinquency</p>



<p>payment, Pumunta sa Seksyon ng Delinquency para sa pagsasagawa ng installment payment 1.2 Tanggapin ang RPT Bill at bayaran ang kinakailangang halaga</p>	<p>Resibo ng RPT</p>			
<p>Total Kabuuan</p>			<p>40 minutes 40 minuto</p>	
<p>Real Property Tax Delinquent (included in the list of properties to be auctioned in the next public auction) 1. Present the Statement/ Notice of Delinquency, Final Notice of Delinquency or Warrant of Levy 1.2 Receive the RPT Bill and pay the required amount</p>	<p>1. Verify the notice presented and check for RPT arrears including the publication cost 1.2 Assess and bill the RPT due 1.3 Countersign the printed RPT bill 1.4 Accept the RPT bill and payment 1.5 Issue RPT official receipts</p>	<p>As stated in the RPT Bill</p>	<p>10 minutes 10 minutes</p>	<p>Assessment Officer Supervisor Delinquency Section Collector Delinquency Section</p>
<p>Delinkwenteng Buwis sa Real Property (kasama sa listahan ng mga ari-arian na isasama sa susunod na pampublikong subasta) 1. Ipakita ang Pahayag/Abiso ng Delinquency, Huling Pahayag ng Delinquency o Warrant ng Levy 1.2 Tanggapin ang RPT Bill at bayaran ang kinakailangang halaga</p>	<p>1. Tiyakin ang pahayag na ipinakita at suriin ang mga naiwangbayarin sa RPT pati na rin ang gastos sa pampublikasyon 1.2 Tanyahin at singilin ang dapat na RPT 1.3 Lagdaan ang na-print na RPT bill 1.4 Tanggapin ang RPT bill at bayad 1.5 Ibahagi ang mga Opisyal na Resibo ng RPT</p>	<p>Tulad ng nakasaad sa RPT Bill</p>	<p>10 minuto 10 minuto</p>	<p>Opisyal ng Pagtataya Supervisor Seksyon ng Delinquency Kolektor Seksyon ng Delinquency</p>
<p>Total Kabuuan</p>			<p>20 minutes 20 minuto</p>	
<p>Real Property Tax Delinquent (included in the list of properties that were already auctioned and within the Redemption Period) 1. Present the Notice of Delinquency, Final Notice of Delinquency or warrant of levy (if any) 1.2 Receive the RPT Bill and pay the required amount</p>	<p>1. Verify if the property is within the redemption period and check for RPT arrears, cost of publication and corresponding interest on bid price (if any) 1.2 Assess and bill the RPT due 1.3 Countersign the printed RPT bill 1.4 Accept the RPT bill and Payment 1.5 Issue RPT official receipts</p>	<p>As stated in the RPT Bill</p>	<p>10 minutes 20 minutes</p>	<p>Assessment Officer Supervisor Delinquency Section Collector Delinquency Section</p>



<p><i>Delinkwenteng Buwis sa Real Property</i> <i>(kasama sa listahan ng mga ari-arian na na-auction na at nasa Panahon ng Paghahatol)</i> 1. <i>Ipakita ang Pahayag ng Delinquency, Huling Pahayag ng Delinquency, o Warrant ng Levy (kung meron)</i> 1.2 <i>Tanggapin ang RPT Bill at bayaran ang kinakailangang halaga</i></p>	<p>1. <i>Tiyakin kung ang property ay nasa loob ng panahon ng redemption at suriin ang mga naiwang bayarin sa RPT, gastos sa pampublikasyon, at ang katumbas na interes sa presyo ng bid (kung mayroon)</i> 1.2 <i>Tantyahin at singilin ang dapat na RPT</i> 1.3 <i>Lagdaan ang na-print na RPT bill</i> 1.4 <i>Tanggapin ang RPT bill at bayad</i> 1.5 <i>Ibahagi ang mga Opisyal na Resibo ng RPT</i></p>	<p><i>Tulad ng nakasaad sa RPT Bill</i></p>	<p>10 minuto</p> <p>20 minuto</p>	<p><i>Opisyal ng Pagtataya</i></p> <p><i>Supervisor Seksyon ng Delinquency</i></p> <p><i>Kolektor Seksyon ng Delinquency</i></p>
<p style="text-align: center;">Total Kabuuan</p>		<p>30 minutes 30 minuto</p>		
<p><i>Real Property Tax Credit</i> <i>(Double payment, erroneous payment, idle land tax, value reversion, property reclassification)</i> 1. <i>Prepare request letter for claim of tax credit specifying the detailed information and submit photocopy of documentary requirements (official receipts, copy of tax declaration, title and SPA with valid government ID, if not declared owner)</i> 1.1 <i>Proceed to 3rd floor, Records Section, Administrative Division to submit the documentary requirements</i> 1.2 <i>Wait for the processing of the submitted documents</i></p>	<p>1. <i>Accept the request letter and submitted documentary requirements</i> 1.1 <i>Forward to Real Estate Division the submitted documentary requirements</i> 1.2 <i>Evaluate the real estate tax payment and the submitted documentary requirements</i> *if prescriptive period on tax credit has set in, Inform the taxpayer that the request has been denied pursuant to Chapter 9 Sec. 229 of Quezon City Revenue Code as amended</p>		<p>5 minutes</p> <p>20 minutes</p> <p>7 working days upon receipt</p>	<p><i>Receiving Clerk Records Section</i></p> <p><i>Receiving Clerk Real Estate Division</i></p> <p><i>Clerk Real Estate Division</i></p>
<p><i>Kredito sa Buwis sa Real Property</i> <i>(Double na bayad, maling bayad, buwis sa bakanteng lupa, pagbalik ng halaga, reklasipikasyon ng property)</i></p>	<p>1. <i>Tanggapin ang sulat ng kahilingan at isinumiteng mga kinakailangang dokumento</i> 1.1 <i>Ipadala ang isinumiteng mga kinakailangang</i></p>		<p>5 minuto</p> <p>20 minuto</p>	<p><i>Kawani sa Pagsasagawa Seksyon ng mga Rekord</i></p> <p><i>Kawani sa Pagsasagawa Seksyon ng Real</i></p>



<p>1. Ihanda ang sulat na humihingi ng kredito sa buwis na naglalaman ng detalyadong impormasyon at isumite ang kopya ng mga kinakailangang dokumento (opisyal na resibo, kopya ng deklarasyon ng buwis, titulo, at SPA kasama ang wastong ID mula sa pamahalaan, kung hindi ang mismong may-ari ang nagdeklara)</p> <p>1.1 Pumunta sa ikatlong palapag, Seksyon ng mga Rekord, Seksyon ng Administratibong Divisyon upang isumite ang mga dokumentong kinakailangan</p> <p>1.2 Maghintay para sa proseso ng mga isinumiteng dokumento</p>	<p>dokumento sa Seksyon ng Real Estate Division</p> <p>1.2 Tiyakin ang bayad ng buwis sa real estate at suriin ang mga isinumiteng kinakailangang dokumento</p> <p>*Kung ang preskripsyon ng panahon sa kredito sa buwis ay itinakda na, Ipabatid sa taxpayer na ang kahilingan ay tinanggihan alinsunod sa Kabanata 9 Seksiyon 229 ng Code ng Pagbabayad ng Buwis ng Lungsod Quezon bilang naamyenda</p>		<p>7 na araw na pantrabaho mula sa pagtanggap</p>	<p>Estate Division</p> <p>Klerk Seksyon ng Real Estate Division</p>
<p>2. Receive a letter or phone call informing the credited tax claim or not</p> <p>2. Tanggapin ang sulat o tawag sa telepono na nagpapaalam kung itinuring ang hinihiling na kredito sa buwis o hindi.</p>	<p>2. Prepare the Tax Credit Application of payment form specifying the detailed tax credit claim information</p> <p>2.1 Recommending Approval of the assessment form</p> <p>2.2 Approval of the tax credit claim</p> <p>2.3 Encode the credited tax claim on the Real Property Tax Module</p> <p>2. Ihanda ang pormularyo ng aplikasyon ng Tax Credit Payment na naglalaman ng detalyadong impormasyon sa kahilingan ng kredito sa buwis.</p> <p>2.1 Magrekomenda ng Pagsang-ayon ng pormularyo ng pagtataya.</p> <p>2.2 Pagsang-ayon sa kahilingan ng kredito sa buwis.</p> <p>2.3 Isa-encode ang itinuring na kredito sa buwis sa</p>			<p>Clerk Real Estate Division</p> <p>Chief Real Estate Division</p> <p>City Treasurer</p> <p>Assessment Clerk Real Estate Division</p> <p>Klerk Seksyon ng Real Estate</p> <p>Punong Kawani Seksyon ng Real Estate</p> <p>Tesorero ng Lungsod</p> <p>Klerk sa Pagtataya Seksyon ng Real Estate</p>



	<i>Modulong Buwis sa Real na Ari-arian.</i>			
		Total <i>Kabuuan</i>	7 days and 25 minutes <i>7 araw at 25 minuto</i>	
<ul style="list-style-type: none"> Processing period of Real Property Tax Credit depends on the nature of claim or case of transaction provided <i>Ang panahon ng pagproseso ng Kredito sa Buwis sa Real na Ari-arian ay nakasalalay sa kalikasan ng kahilingan o kaso ng transaksyon na ibinigay.</i> 				

**COLLECTION OF REAL PROPERTY TAX (WALK-IN).
PAGKOLEKTA NG BUWIS SA LUPA (WALK-IN)**

Real Property tax payments are collected and validated through issuance of Computerized Official Receipts

Ang pagbabayad ng buwis sa real na ari-arian ay kinokolekta at sinusuri sa pamamagitan ng paglabas ng Kompyuterisadong Opisyal na Resibo.

Office or Division:	Cash Division – Payment Lounge Section			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Real Property Owners /Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computerized Real Property Tax Bill		Real Property Assessment Lounge		
2. Cash/Manager, Cashier and/or Personal/Company Check.		Real Property Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Taxpayer's Payment Lounge. 1.1Present the Computerized Real Property Tax Bill at the assigned Counter flashed on the queuing screen and pays the required amount. 1.2Receive the computerized Real Property tax official receipts.	1.Accept the approved computerized Real Property Tax Bill and payment. 1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank's name, check number and date. 1.2Validate payment and issue computerized Real Property Tax official receipts.	As stated in the Real Property Tax Bill	One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills presented by the real property owner	Local Revenue Collection Officer and Taxpayers In the Payment Lounge
<i>1. Pumunta sa Taxpayer's Payment Lounge.</i>	<i>1. Tanggapin ang inaprubahang Kompyuterisadong Bill ng Buwis sa</i>	<i>Tulad ng nakasaad sa Bill ng Buwis sa</i>	<i>Ang pagproseso ng isang bill ng buwis ay umaabot ng 10 minuto at</i>	<i>Opisyal ng Lokal na Koleksyon ng Buwis at</i>



<p>1.1 I-presenta ang Kompyuterisadong Bill ng Buwis sa Real na Ari-arian sa itinakdang Counter na ipinapakita sa screen ng pila at bayaran ang kinakailangang halaga.</p> <p>1.2 Tanggapin ang Kompyuterisadong Opisyal na Resibo ng Buwis sa Real na Ari-arian.</p>	<p>Real na Ari-arian at ang bayad.</p> <p>1.1 Tiyakin ang pagkakaroon ng pagtataya at i-encode ang halaga ng binayad. *Para sa bayad sa tseke, i-encode ang halaga, pangalan ng bangko, numero ng tseke, at petsa.</p> <p>1.2 Suriin ang pagbabayad at maglabas ng Kompyuterisadong Opisyal na Resibo ng Buwis sa Real na Ari-arian</p>	<p>Real na Ari-arian</p>	<p>patuloy na lumalaki depende sa dami ng mga bill ng buwis na isinumite ng may-ari ng real na ari-arian.</p>	<p>Mga Nagbabayad ng Buwis Sa Payment Lounge</p>
<p>Total Kabuuhan</p>		<p>10 minutes 10 minuto</p>		
<p>Note: The processing time per tax bill depends on the number / bulk of tax bill presented to the assigned collector</p> <ul style="list-style-type: none"> • Payment of taxes made through <u>Personal/Company Checks</u> will be released after Ten (10) working days clearing period upon presentation of Acknowledgment Receipt by the taxpayers to the assigned guard at the Taxpayers Payment Lounge • Real Property Tax Computerized Official Receipts validated can be cancelled on a valid reason within the day it was issued <p>Pansin: Ang panahon ng pagproseso bawat bill ng buwis ay nakasalalay sa dami ng bill ng buwis na isinumite sa itinalagang kolektor.</p> <ul style="list-style-type: none"> • Ang pagbabayad ng buwis sa pamamagitan ng <u>Personal/Company Checks</u> ay ilalabas pagkatapos ng Sampung (10) araw na pantrabaho ng clearing period matapos maipakita ng mga nagbabayad ng Acknowledgment Receipt sa itinalagang guwardiya sa Taxpayers Payment Lounge. • Ang mga Kompyuterisadong Opisyal na Resibo ng Buwis sa Real na Ari-arian na na-validate ay maaaring kanselahin sa loob ng araw na ito ay inisyu, sakaling mayroong validong dahilan. 				

**COLLECTION OF BUSINESS TAX
KOLEKSIYON NG BUWIS SA NEGOSYO**

Business tax payments are collected and validated through issuance of Computerized Official Receipts

Ang mga pagbabayad ng buwis sa negosyo ay kinokolekta at sinasaliksik sa pamamagitan ng paglabas ng Kompyuterisadong opisyal na resibo

Office or Division:	Cash Division – Payment Lounge Section
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All Quezon City Business Owners/Operators
CHECKLIST OF REQUIREMENTS	
1.Computerized Business Tax Bill (duly approved/signed by City Treasurer	WHERE TO SECURE Business Assessment Lounge



or his deputized signatory)				
2. Cash/Manager, Cashier and/or Personal/Company Check		Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to Taxpayer's Payment Lounge</p> <p>1.1 Present the approved Computerized Business Tax Bill at the assigned Counter flashed on the queuing screen and pay the required amount</p> <p>1.2 Receive the computerized Business tax official receipts</p> <p><i>1. Pumunta sa Taxpayer's Payment Lounge</i></p> <p><i>1.1 Ipresenta ang na aprubahang Kompyuterisadong Buwis sa Negosyo Bill sana katalagang Counter na ipinapakita sa queuing screen at bayaran ang kinakailangang halaga</i></p> <p><i>1.2 Tanggapin ang kompyuterisadong opisyal na resibo ng buwis sa negosyo</i></p>	<p>1. Accept the approved computerized Business Tax Bill and payment</p> <p>1.1 Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank name, check number and date</p> <p>1.2 Validate payment and issue computerized Business Tax official receipts</p> <p><i>1. Tanggapin ang na aprubahang kompyuterisadong bill ng Buwis sa Negosyo at bayad</i></p> <p><i>1.1 Tiyakin ang pagkakaroon ng assessment at i-encode anghalagang ibinayad ng tseke, i-encode anghalaga, pangalan ng bangko, numero ng tseke, at petsa</i></p> <p><i>1.2 Patunayan ang pagbabayad at mag-isyu ng kompyuterisadong opisyal na resibo ng Buwis sa Negosyo</i></p>	<p>As stated in the Business Tax Bill</p> <p><i>Ayon sa nakasaad sa Bill ng Buwis sa Negosyo</i></p>	<p>1. One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills presented by the business owner / authorized representative of the owner</p> <p><i>1. Ang isang bill ng buwis ay tumatagal ng 10 minuto upang iproseso at patuloy na tumatagal depende sa dami ng mga bill ng buwis na ipinapakita ng may-ari ng negosyo / awtorisadong kinatawan ng may-ari.</i></p>	<p>Local Revenue Collection Officer and Taxpayers In the Payment Lounge</p> <p><i>Opisyales sa Koleksyon ng Lokal na Kita at Mga Nagbabayad ng Buwis Sa Payment Lounge</i></p>
Total <i>Kabuuan</i>			10 minutes/bulk dependent <i>10 minuto / nakadepende sa dami</i>	
<p>Note: The processing time per tax bill shall depend on the number / bulk of tax bill presented to the assigned collector</p> <p>- Payment of taxes made through Personal / Company Checks shall be released after ten (10)</p>				



working days upon presenting the Acknowledgment Receipt by the taxpayers to the assigned guard at the Taxpayers' Payment Lounge.

Tandaan: Ang oras ng pagproseso bawat bill ng buwis ay magdedepende sa dami ng bill ng buwis na ipinakita sa itinalagang kolektor.

- *Ang pagbabayad ng buwis gamit ang Personal / Company Checks ay ilalabas pagkatapos ng sampung (10) araw na pantrabaho matapos magpakita ng Resibo ng Pagtanggap ang mga nagbabayad ng buwis sa itinalagang guwardiya sa Taxpayers' Payment Lounge.*

**CANCELLATION OF BUSINESS AND/OR REAL PROPERTY TAX PAYMENT
PAGKANSELA NG PAGBABAYAD NG BUWIS SA NEGOSYO AT/O BUWIS SA LUPA**

Validated Business / Real Property Tax Computerized Official Receipts can be cancelled on a valid reason within the day it was issued

Ang mga na-validate na Kompyuterisadong Opisyal na Resibo ng Buwis sa Negosyo / Buwis sa Lupa ay maaaring kanselahin s aloob ng araw na ito ay inisyu, sakaling may katanggap tanggap na dahilan.

Office or Division:	Cash Division – Payment Lounge Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Quezon City Business Owners / Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Computerized Business and Real Property Tax Bill (duly approved/signed by City Treasurer or his deputized signatory)		Business Assessment Lounge and Real Property Assessment Lounge		
2. Cash / Manager, Cashier and / or Personal / Company Check		Business Owner and Real Property Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Taxpayer's Payment Lounge 1.1Present the approved Computerized Tax Bill at the assigned Counter flashed on the queuing screen and pay the required amount or receive the amount from the cancelled tax bill	1.Accept the approved computerized Tax Bill and payment 1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank name, check number and date 1.2 Validated tax bills shall be cancelled if the Taxpayer and the collector collectively observed that there were double payment, properties paid were not theirs or insufficient funds by the taxpayer to settle the whole payment.	None or whatever stated in the Tax Bill	One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills provided by the owner	Local Revenue Collection Officer, Taxpayers in the Payment Lounge and the Head of the Payment Lounge Section
			Ang	Opisyal sa



<p>1. Pumunta sa Taxpayer's Payment Lounge</p> <p>1.1 I-presenta ang na-aprubahang Kompyuterisadong Buwis na Bill sa itinalagang Counter na ipinapakita sa queuing screen at bayaran ng kinakailangang halaga o tanggapin ang halaga mula sa kanseladong buwis na bill.</p>	<p>1. Tanggapin ang na aprubahang kompyuterisadong Bill ng Buwis at bayad</p> <p>1.1 Tiyakin ang pagkakaroon ng assessment at i-encode ang halagang ibinayad *para sa pag babayad ng tseke, i-encode ang halaga, pangalan ng bangko, numero ng tseke, at petsa</p> <p>1.2 Ang mga na-validate na mga bill ng buwis ay maaaring kanselahin kung ang Taxpayer at ang kolektor ay mayroong na pansin na mayroong dobleng pagbabayad, ang mga ari-arian na binayaran ay hindi kanila, o hindi sapat angpondo ng taxpayer upang bayaran ang buong halaga ng buwis</p>	<p>Wala o kung anuman ang nakasaad sa Bill ng Buwis.</p>	<p>pagproseso ng isang bill ng buwis ay tumatagal ng 10 minuto at patuloy na lumalaki depende sa dami ng mga bill ng buwis na ibinigay ng may-ari.</p>	<p>Koleksyon ng Lokal na Kita, Mga Nagbabayad ng Buwis Sa Payment Lounge, at ang Pinuno ng Seksyon ng Payment Lounge</p>
<p>Total Kabuuhan</p>			<p>10 minutes / bulk dependent 10 minuto / nakadepende sa dami</p>	

**COLLECTION OF BID DOCS
PAGKOLEKTA NG DOKUMENTO NG BID**

Bid Docs payments are collected and issued manually through Accountable Form No.51 (AF51) Official Receipts

Ang mga bayad para sa Bid Docs ay kinokolekta at pinapagtibay gamit ang Accountable Form No.51 (AF51) na Opisyal na resibo.

Office or Division:	Cash Division – Payment Lounge Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Interested Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Computerized Bid Documents		Bids and Awards Committee		
2. Cash/ Manager and / or Cashier Check		Interested Bidders		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Taxpayer's Payment Lounge	1.Accept the approved computerized Bid Docs Order of Payment	As stated in the Bid Docs Bill	One tax bill takes 10 minutes to process and it constantly increases depending	Local Revenue Collection Officer and



<p>1.1 Present the approved Computerized Bid Docs Order of Payment and pay the required amount</p> <p>1.2 Receive the manual issued Accountable Form No.51 (AF51) official receipts</p> <p><i>1. Pumunta sa Taxpayer's Payment Lounge</i></p> <p><i>1.1 Ipresenta ang na aprubahang Kompyuterisadong Bid Docs Order of Payment at bayaran ang kinakailangang halaga</i></p> <p><i>1.2 Tanggapin ang inilabas na Accountable Form No.51 (AF51) na opisyal na resibo</i></p>	<p>1.1 Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank name, check number and date</p> <p>1.2 Manual issue of Accountable Form No.51 (AF51) official receipts</p> <p><i>1. Tanggapin ang na aprubahang kompyuterisadong Bid Docs Order of Payment</i></p> <p><i>1.1 Tiyakin ang pagkakaroon ng assessment at i-encode ang halagang ibinayad *para sa pagbabayad ng tseke, i-encode ang halaga, pangalan ng bangko, numero ng tseke, at petsa</i></p> <p><i>1.2 Ibigay sa nagbayad ang Opisyal na Resibo ng Accountable Form No.51 (AF51)</i></p>	<p><i>Ayon sa nakasaad sa Bill ng Bid Docs</i></p>	<p>on the bulk of the tax bills provided by the business owner / bidders / contractors / authorized representative of the owner</p> <p><i>Ang pagproseso ng isang bill ng buwis ay tumatagal ng 10 minuto at patuloy na tumatagal depende sa dami ng mga bill ng buwis na ibinigay ng may-ari ng negosyo / mga bidder / mga contractor / awtorisadong kinatawan ng may-ari.</i></p>	<p>Bidders / Contractors In the Payment Lounge</p> <p><i>Opisyal sa Koleksyon ng Lokal na Kita at Mga Bidder / Mga Contractor Sa Payment Lounge</i></p>
<p>Total</p> <p><i>Kabuuan</i></p>		<p>10 minutes / bulk dependent 10 minuto / naka depende sa dami</p>		

**REMITTANCE OF CASH COLLECTION
PAG-REMIT NG KABUUANG KOLEKSYON**

After daily collection, Collectors shall prepare five (5) copies of Report of Collection and Deposits (RCD) and remit / turn over intact all collections (cash, checks and tax credit memos) to the Liquidating Officers at the Cash Division.

Pagkatapos ng arawng koleksyon, ang mga Kolektor ay dapat maghanda ng limang (5) kopya ng Ulat ng Koleksyon at Deposito (RCD) at ibigay ang lahat ng koleksyon (salapi, tseke, at mga memo ng kredito ng buwis) samga Liquidating Officer sa Cash Division.

Office or Division:	Cash Division
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	All Quezon City Bonded Collectors and Barangay Treasurer
CHECKLIST OF REQUIREMENTS	
1. Report of Collection and Deposits (RCD)	Accountable Officer
2. Issued or duplicate copy of Official receipt	Accountable Officer
3. Order of payment	Revenue Generating Offices



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.For AF51 users, submit a duplicate copy of issued official receipt with attached order of payment and present the Report of Collection and Deposits (RCD)</p> <p><i>1.Para sa mga gumagamit ng AF51, isumite ang kopyang duplicate ng inilabas na opisyal na resibo kasama ang nakalakip na order ng pagbabayad at ipakita ang Ulat ng Koleksyon at Deposito (RCD).</i></p>	<p>1.Verify the accuracy of the amount collected based on the submitted duplicate issued Official Receipts and order of payment</p> <p><i>1.Tiyakin ang kawastuhan ng halagang nakolekta batay sa isinumiteng kopya ng inilabas na Opisyal na Resibo at order ng pagbabayad.</i></p>		<p>30 minutes to process and it constantly increases depending on the bulk of the receipts and order of payment provided by the Collection Officer</p> <p><i>Ang proseso ay tumatagal ng 30 minuto at patuloy na tumatagal depende sa dami ng mga resibo at order ng pagbabayad naibinigay ng Kolektor</i></p>	<p>Collection Officer and Verifier from the Fiscal Verification Section</p> <p><i>Kolektor at Tagasuri</i></p>
<p>2.Receive the RCD with the initial signature of the verifier</p> <p><i>Tanggapin ang RCD na may unang lagda ng tagasuri</i></p>	<p>2.Sign the RCD of the accountable officer upon checking the completeness and accuracy of the declared collection</p> <p><i>2.Lagdaan ang RCD ng opisyal na may pananagutan pagkatapos suriin ang kabuuan at kawastuhan ng iniulat na koleksyon</i></p>		<p>5 minutes</p> <p><i>5 minuto</i></p>	<p>Verifier Fiscal Verification Section</p> <p><i>Tagasuri</i></p>
<p>3.Proceed to the Cashier for the remittance of collection</p> <p>3.1 Receive the signed RCD as proof of remittance</p> <p><i>3.Pumunta sa Cashier para i-remit ang koleksyon</i></p> <p><i>3.1 Tanggapin ang RCD na may lagda ng Cashier bilang katunayan ng pagrereemit ng koleksyon</i></p>	<p>3.Receive and count the cash/check remitted</p> <p>3.1Release the signed RCD</p> <p><i>3.Tanggapin at bilangin ang salapi / tseke na ni-remit</i></p> <p><i>3.1Ibigay muli sa kolektor ang RCD na nilagdaan ng kaherong tumanggap ng koleksyon</i></p>		<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Collection Officer and Liquidating Officer from Cash Division</p> <p><i>Opisyal na Kolektor at Tagatanggap ng Pandomulasa Cash Division</i></p>
	<p>Total <i>Kabuuan</i></p>		<p>45 minutes <i>45 minuto</i></p>	



**RECORDING OF DAILY TRANSACTIONS IN CASH BOOKS
PAGTALA NG ARAW-ARAW NA MGA TRANSAKSYON SA MGA CASH BOOK**

The Treasurer shall maintain this record to monitor the cash in bank balance as of specific date. All transactions for the day shall be recorded immediately.

Ang Tesurero ay dapat panatilihin ang talaan na ito upang bantayan ang sa lansang pera sa bangko sa tiyak na petsa. Lahat ng transaksyon para sa araw ay dapat na agad na mairekord.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Cash Bookkeeper/Cashier/Accountant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cash books of different fund account (e.g. General Fund, Trust Fund and other special accounts).		Cash Book Locker		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After the checks are prepared, It should be recorded in cash books stating its amount, payee the date of checks and corresponding reference or T.V number.	1. Validate first the series of check number if its correspond with the previous checks that had prepared		10 minutes	Cashier/ Accountable officer
2. Recording of RCD's.	1.2 At the end of the day, prepare summary of all checks issued for the day.			
3. Recordings of Fund transfer made, Banks request to debits, and other Journal Vouchers that needs adjustments.	2. Record the summary report that prepared indicating the total amount of collections that are deposited in the different bank accounts.		20 minutes	Cashier/ Accountable officer/
4. Recordings of accounts that are terminated or Interest that needs to be rolled over.	3. Examine the validity of the transactions that needed some adjustments or corrections.		10 minutes	Cashier/ Accountable officer
	4. Validate the summary of bank accounts, notice to terminates and period contracts, decision are being made whether to terminate of roll-		10 minutes	Cashier/ Accountable officer



<p>1. Pagkatapos na ihanda ang mga tseke, dapat itong rekordahan sa cash books na nagpapahayag ng halaga nito, ang pinagkakautangan, petsa ng mga tseke, at ang katugmang sanggunian o numero ng T.V.</p> <p>2. Pag-rekord ng mga RCD</p> <p>3. Rekord ng mga Paglilipat ng Pondo, Hiling ng mga Bangko na Debitsuhan, at iba pang Journal Vouchers na nangangailangan ng mga pagtutuwid</p> <p>4. Pag-rekord ng mga account na tinatapos o Interes na kailangang i-roll over.</p>	<p>over the interest</p> <p>1. Unahin munang patunayan kung ang serye ng numero ng tseke ay tugma sa mga naunang tseke na naipaghanda.</p> <p>1.2 Sa pag wawakas ng araw, ihanda ang buod ng lahat ng mga tseke na inisyu para sa araw.</p> <p>2. Ilagay sa talaan ang buod ng ulat na inihanda na nagpapakita ng kabuuang halaga ng mga koleksiyon na ini-deposito sa iba't ibang bank account.</p> <p>3. Tingnan ang bisa ng mga transaksyon na nangangailangan ng mga pag-aayos o koreksyon</p> <p>4. Patunayan ang buod ng mga bank account, abiso sa mga tinatapos at mga kontrata sa panahon, nagaganap na desisyon kung dapat itong tapusin o i-roll-over ang nakuha na interes para sa partikular na panahon.)</p>		<p>10 minuto</p> <p>20 minuto</p> <p>10 minuto</p> <p>10 minuto</p>	<p>Kahera / Opisyal na may pananagutan</p> <p>Kahera / Opisyal na may pananagutan</p> <p>Kahera / Opisyal na may pananagutan</p>
<p>Total Kabuuhan</p>			<p>50 minutes 50 minuto</p>	



**RELEASING OF CHECKS PREPARED
PAGPAPALABAS NG MGA PINAGHANDAANG TSEKE**

Checks approved and signed by the different signatories are being released. Official Receipts from different contractors or suppliers by the City Government are strictly required.

Ang mga tseke na pinayagan at pumirma ng iba't ibang tagapirma ay inilalabas. Ang mga Opisyal na resibo mula sa iba't ibang kontratista o supplier ng Pamahalaang Lungsod ay mahigpit na kinakailangan.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Contractors and Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Official receipt.		Their respective office premises		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Cash Division's accountable officers. 1.1Present and write in the official receipt the details of the checks, received from what agency, the date and other important details required.	1.Verify the particulars indicated in the official receipt. 1.1Verify the date of the check if it is still not yet staled. 1.2 Secure the representative's signature on the cashier's book indicating the date the check are released and claimed.		10 minutes	Cashier/ Accountable officer
<i>1.Magtungo sa mga opisyal na may pananagutan ng Cash Division 1.1Harap at isulat sa opisyal na resibo ang mga detalye ng mga tseke, kung saan ito nakuha, ang petsa at iba pang mahahalagang detalye na kinakailangan.)</i>	<i>1.Tiyakin ang mga detalyeng nakalagay sa opisyal na resibo. 1.1Tiyakin ang petsa ng tseke kung hindi pa ito lumampas sa petsa ng pagkaluma. 1.2Kumuha ng kinatawan sa aklat ng kahera na nagpapahiwatig ng petsa kung kailan inilabas at inangkin ang tseke.</i>		10 minuto	<i>Kahera / Opisyal na may pananagutan</i>
	Total Kabuuhan		10 minutes 10 minuto	



**RELEASING OF FINANCIAL ASSISTANCE FOR THE BEREAVED FAMILY OF DECEASED SENIOR CITIZEN
PAGLABAS NG TULONG PINANSYAL PARA SA PAMILYANG NAULILA NG YUMAONG SENIOR CITIZEN**

The QC Death Benefits Welfare Assistance is a financial assistance program of the city government for the bereaved family of the senior citizens of the city in accordance with the City Ordinance SP-2544, series of 2016. The application for this financial assistance should be within three (3) months AFTER the death of the QC-resident Senior Citizen.

Ang Welfare Assistance para sa Benepisyo sa Pagkamatay ng isang residente ng Quezon City ay isang programa para sa tulong pinansiyal ng pamahalaang lungsod para sa mga pamilyang naiwan ng mga senior citizen sa lungsod alinsunod sa City Ordinance SP-2544, serye ng 2016. Ang aplikasyon para sa tulong pinansiyal na ito ay dapat isumite sa loob ng tatlong (3) buwan PAGKARAAN ng pagkamatay ng Senior Citizen na residente ng QC.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City's bereaved family of deceased senior citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Duly accomplished claim stub from the Office of the Senior Citizen Affair (OSCA) Original OSCA ID of the deceased senior citizen and the I.D of the person processing the application 		Office of the Senior Citizen Affair		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Proceed to Cash Division's window number 1 to 5. Presents claim stub from the OSCA after they submitted those documents required by the said department. 	<ol style="list-style-type: none"> Accept the approved claim stub and verify the validity of the documents presented. Verify if the name of the beneficiary is indicated in the payroll register. Release the cash to the authorized representative. 		10 minutes	Cashier/ Paymaster
<ol style="list-style-type: none"> Magtungo sa mga bintana ng Cash Division mula numero 1 hanggang 5. Ipakitap ang claim stub mula sa OSCA matapos isumite ang mga kinakailangang dokumento ayon sa nasabing departamento. 	<ol style="list-style-type: none"> Tanggapin ang aprubadong claim stub at tiyakin ang bisa ng mga dokumento. Tiyakin kung nakalagay ang pangalan ng benepisyaryo sa rehistro ng suweldo. Ibigay ang pera 		10 minuto	Kahera/ Tagapagbayad ng sahod



	sa awtorisadong kinatawan.			
	Total Kabuuan		10 minutes 10 minuto	

**RELEASING OF QUEZON CITY LIVING CENTENARIAN RECOGNITION AWARDS AND BENEFITS
PAGPAPALABAS NG PARANGAL AT BENEPISYO PARA SA MGA NAKATIRA SA LUNGSOD QUEZON NA NASA EDAD NA SENTENARYO**

Those legitimate city residents aged 100- years and older will received benefits of P 100,000.00 (one time), monthly allowance of ₱1,000.00, annual birthday gift of ₱ 1,000.00 from the paymasters at the cash division's windows.

Ang mga lehitimong residente ng lungsod na may edad na 100 taon o higit pa ay makatatanggap ng mga benepisyo na nagkakahalaga ng ₱ 100,000.00 (isang beses), buwanang allowance na ₱1,000.00, at taunang regalo sa kaarawan na nagkakahalaga ng ₱1,000.00 mula sa mga paymaster ng cash division.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City 100-year-old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly-accomplished claim stub from Office of the Senior citizen affair OSCA.		Office of the Senior Citizens Affair		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Cash Division's window number 1 to 5. 2. Presents claim stub from the OSCA after they submitted those documents required by the said department.	1. Accept the approved claim stub and verify the validity of the documents. 2. Verify if the name of the beneficiary is indicated in the payroll register. 3. Release the cash to the authorized representative.		10 minutes	Cashier/ Paymaster
<i>1. Magtungo sa mga bintana ng Cash Division mula numero 1 hanggang 5. 2. Ipakita ang claim stub mula sa OSCA matapos isumite ang mga kinakailangang dokumento ayon sa nasabing departamento.</i>	<i>1. Tanggapin ang aprubadong claim stub at tiyakin ang bisa ng mga dokumento. 2. Tiyakin kung nakalagay ang pangalan ng benepisyaryo sa rehistro ng sahod. 3. Ibigay ang pera sa awtorisadong kinatawan.</i>		<i>10 minuto</i>	<i>Kahera/ Tagapagbayad ng sahod</i>
	Total Kabuuan		10 minutes 10 minuto	



**RELEASING OF SALARIES OF CONTRACTUAL AND/OR JOB ORDER EMPLOYEES THAT HAS NO ATM CARDS YET
PAGLABAS NG SAHOD NG MGA KONTRAKTUWAL AT/O EMPLEYADO NA MAY JOB ORDER NA WALA PANG ATM CARD**

Those new employees of certain department of the Quezon City hall that has no issued ATM cards should proceeds to the cash division's paymasters to get their salaries.

Ang mga bagong empleyado ng tiyak na departamento sa Quezon City Hall na walang inisyung ATM card ay dapat lumapit sa mga paymaster ng cash division upang makuha ang kanilang mga sahod.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Hall employees that has no ATM card yet			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Present Quezon City Hall Issued I.D.		Their respective departments		
		Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Cash Division's window number 1 to 5. 2.Presents their government issued I.D	1. Accept the required documents (Government issued I.D). 2. Verify if the name of the beneficiary is indicated in the payroll register. 3. Release the cash to the employee himself.		10 minutes	Cashier/ Paymaster
<i>1. Magtungo sa mga bintana ng Cash Division mula numero 1 hanggang 5. 2. Ipakita ang kanilang government issued I.D.</i>	<i>1. Tanggapin ang mga kinakailangang dokumento (Government issued I.D.). 2. Tiyakin kung nakalagay ang pangalan ng benepisyaryo sa rehistro ng sahod. 3. Ibigay ang pera sa empleyado mismo.</i>		10 minuto	<i>Kahera/ Tagapagbayad ng sahod</i>
Total Kabuuhan			10 minutes 10 minuto	



RELEASING OF CHECK AS FINANCIAL ASSISTANCE TO THE DECEASED GOVERNMENT OFFICIALS
PAGLABAS NG TSEKE BILANG TULONG PINANSYAL SA MGA YUMAONG OPISYAL NG GOBYERNO

This program provides immediate intervention to individuals and/or families who are in crisis situation/ economic difficulties brought about by the illness/ hospitalization thru the procurement of medicines not readily available at the Pharmacy of the Quezon City Health Department, and/or death of a family members thru the extension of Guarantee Letters to funeral parlors within the City to defray the cost of funeral service.

Ang programang ito ay nagbibigay ng agarang tulong sa mga indibidwal at/o pamilya na nasa sitwasyon ng krisis o may mga suliranin sa ekonomiya dulot ng sakit/o ospitalisasyon sa pamamagitan ng pagbili ng mga gamot na hindi agad na makukuha sa Botika ng Kagawaran ng Kalusugan ng lungsod Quezon, at/o kamatayan ng isang miyembro ng pamilya sa pamamagitan ng pagpapalawig ng Guarantee Letters sa mga puntod sa loob ng Lungsod upang bawasan ang gastos sa serbisyo ng libing.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City government official's families or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified true copy of Death Certificate reflecting Quezon City address. 2. Duly notarized original copy of Funeral Contract. 3. Certificate of Indigency from the barangay 4. Valid Government I.D. of Representative 5. Valid Government I.D. of Deceased		Social Services Development Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Cash Division's paymaster or cashier. 2. Presents valid I.D of the deceased official. 3. Present government I.D of the representative	1. Accept the approved claim stub and verify the validity of the I.D's presented. 2. Verify if the name of the beneficiary is indicated in check and voucher. 3. Release the check to the authorized representative.		10 minutes	Cashier/ Paymaster
<i>1. Pumunta sa paymaster o cashier ng Cash Division</i> <i>2. Ipakita ang bisa ng I.D ng yumaong opisyal.</i> <i>3. Ipakita ang government I.D ng kinatawan.</i>	<i>1. Tanggapin ang aprubadong claim stub at tiyakin ang bisa ng mga ipinakita na I.D.</i> <i>2. Tiyakin kung ang pangalan ng benepisyaryo</i>		10 minuto	Kahera/ Tagapagbayad ng sahod



	ay nakalagay sa tseke at voucher. 3. Ibigay ang tseke sa awtorisadong kinatawan.			
	Total Kabuuan		10 minutes 10 minuto	

**RELEASING OF FINANCIAL BURIAL ASSISTANCE
PAGLABAS NG TULONG PINANSYAL PARA SA LIBING**

This program provides immediate intervention to individuals, and/or death of a family members thru the extension of Guarantee Letters to funeral parlors within the City to defray the cost of funeral service.

Ang programang ito ay nagbibigay ng agarang tulong sa mga indibidwal, at/o kamatayan ng isang miyembro ng pamilya sa pamamagitan ng pagpapalawig ng mga Liham ng Garantiya sa mga puntod sa loob ng Lungsod upang bawasan ang gastos sa serbisyo ng libing.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Certified true copy of Death Certificate reflecting Quezon City address. 2. Duly notarized original copy of Funeral Contract. 3. Certificate of Indigency from the barangay. 4. Valid Government I.D. of Representative. 5. Valid Government I.D. of Deceased. 		Social Services Development Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Proceed to Cash Division's window number 1 to 5. 2. Presents claim stub from the SSDD after they submitted those documents required by the said department. 	<ol style="list-style-type: none"> 1. Accept the approved claim stub and verify the validity of the documents. 2. Verify if the name of the beneficiary is indicated in the payroll register. 3. Release the cash to the authorized representative. 		10 minutes	Cashier/ Paymaster
1. Pumunta sa mga bintana ng Cash Division mula numero 1 hanggang 5.	1. Tanggapin ang aprubadong claim stub at		10 minuto	Kahera/ Tagapagbayad ng sahod



<p>2. Ipakita ang claim stub mula sa SSDD matapos isumite ang mga kinakailangang dokumento ayon sa nasabing departamento.</p>	<p>tiyakin ang bisa ng mga dokumento. 2. Tiyakin kung nakalagay ang pangalan ng benepisyaryo sa rehistro ng sahod. 3. Ibigay ang pera sa awtorisadong kinatawan.</p>			
<p>Total Kabuuhan</p>			<p>10 minutes 10 minuto</p>	

**RELEASING OF BARANGAY SHARES FROM REAL PROPERT TAX (RPT) AND COMMUNITY TAX COLLECTIONS (CTC)
PAGLABAS NG BAHAGI NG BARANGAY MULA SA BUWIS SA ARI-ARIAN (RPT) AT KOLEKSYON NG BUWIS NG KOMUNIDAD (CTC)**

All Barangay are entitled to receive their share from CTC and RPT on a quarterly basis as one of their source of income.

Ang lahat ng Barangay ay may karapatang tumanggap ng kanilang bahagi mula sa CTC at RPT sa kada tatlong buwan bilang isa sa kanilang pinagmumulan ng kita.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Barangay Treasurers or other officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt or the Accountable forms No. 51.		Barangay officials		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. The Barangay treasurer or representative should proceed to Cash division on a scheduled date per district to claim their checks and bring their official receipt. 2. The official should indicate in the O.R those details stated in the check and vouchers (e.g Payor , date of check, amount to receive and others)</p>	<p>1. The paymaster should verify if the barangay is entitled and listed in the payroll prepared by the City Accounting Department. 2. Make sure to advise the recipient to put his/her signature sign in the payroll and voucher for documentation.</p>		10 minutes	Cashier/ Paymaster
1. Ang tresurero ng barangay o kinatawan	1. Dapat tiyakin ng paymaster kung		10 minuto	Kahera/ Tagapagbayad ng



<p>ay dapat pumunta sa Cash Division sa isang nakatakdang petsa kada distrito upang kunin ang kanilang mga tseke at dalhin ang kanilang opisyal na resibo.</p> <p>2. Ang opisyal ay dapat magtakda sa O.R. ng mga detalyeng nakalagay sa tseke at mga voucher (halimbawa, nagbabayad, petsa ng tseke, halaga na matatanggap, at iba pa.</p>	<p>ang barangay ay karapat-dapat at nasa listahan sa payroll na inihanda ng City Accounting Department</p> <p>2. Tiyakin na paalalahanan ang tatanggap na lagyan ng kanyang pirma sa payroll at voucher para sa dokumentasyon.</p>			sahod
Total Kabuuuan			10 minutes 10 minuto	

COLLECTION OF PAYMENT FROM BENEFICIARIES OF SOCIALIZE HOUSING PROJECT
PAGKOLEKTA NG BAYAD MULA SA MGA BENEPISYARYO NG PROYEKTONG PABAHAY SA SOSYALISASYON

The Account management and Monitoring section issues order of payment to beneficiaries of Socialize Housing Program who will pay their monthly amortizations.

Ang Seksyon ng Pangangasiwa at Pagsusuri ng Account ay naglalabas ng order ng pagbabayad sa mga benepisyaryo ng Programang Pabahay sa mga Mamamayan na siyang magbabayad ng kanilang buwanang amortisasyon.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Beneficiaries of Socialize Housing Program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Order of payment.		Housing Community Development and Resettlement Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Cash Division Window 1 or inside the office premise.	1.Accept the approved order of payment. 1.1 Verify the date of issuance and the existence of assessment made. 1.2 Issue an official receipt indicating proper particulars on the said transactions.	As stated in the Order of payment	10 minutes	Cashier/ Accountable officer
1.Pumunta sa Bintana	1. Tanggapin	Tulad ng	10 minuto	Kahera/



1 ng Cash Division o sa loob ng opisina.	ang aprubadong order ng pagbabayad. 1.1 Tiyakin ang petsa ng paglalabas at ang pagkakaroon ng pagsusuri na ginawa. 1.2 Ipagkaloob ang opisyal na resibo na nagpapakita ng tamang mga detalye sa nasabing mga transaksyon.	nakasaad sa Utos ng Pagbabayad		Opisyal na may pananagutan
Total Kabuuhan			10 minutes 10 minuto	

**ONLINE PAYMENT PROCESSING OF NEW BUSINESS
PAGPROSESO NG BAYAD ONLINE PARA SA BAGONG NEGOSYO**

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 to qceservices.quezoncity.gov.ph . Create an account using gmail, facebook ID or email address 1. Magparehistro sa qceservices.quezoncity.gov.ph . Lumikha ng account gamit ang Gmail, Facebook, o email address.			3 minutes 3 minuto	Taxpayer Nagbabayad ng buwis
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			20 minutes	Taxpayer



<p>requirements 2.5 Click save 2.6 Click submit</p> <p>2. <i>Mag-login sa iyong QCeServices account</i> 2.1 <i>I-click ang Business One Stop Shop.</i> 2.2 <i>I-click ang Submit Application Online</i> 2.3 <i>I-click ang New pagkatapos Proceed.</i> 2.4 <i>Punan ang online na aplikasyon at i-upload ang mga kinakailangang requirements</i> 2.5 <i>I-click ang Save.</i> 2.6 <i>I-click ang Submit</i></p>			20 minuto	Nagbabayad ng buwis
<p>3. Receive email/text confirmation or access QCeservices account for the order of payment / assessment availability</p> <p>3. <i>Tumanggap ng email/text na kumpirmasyon o i-access ang QCeServices account para sa pagkakaroon ng pagtatakda ng buwis.</i></p>	<p>Evaluation of application Approve the location</p> <p><i>Pagsusuri ng aplikasyon. Aprubahan ang lokasyon.</i></p>		<p>30 minutes or more depending on the evaluations of ancillary clearances</p> <p><i>30 minuto o higit pa depende sa mga pagsusuri ng mga ancillary clearance</i></p>	<p>BPLD Evaluator ZAU Approver</p> <p><i>Tagasuri ng BPLD Taga-apruba ng ZAU</i></p>
<p>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 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>		<p>As stated in the online Billing statement inclusive of convenience fee, if any</p>	10 minutes	Taxpayer



<p>Mag-login sa QCeServices. 4. I-click ang QC Pay Easy. Pumili ng paraang pagbabayad. 4.1 Gcash E-wallet. a. Mag-login sa iyong account at ilipat ang bayad. 4.2 Maya E-wallet. a. Mag-login sa iyong account at ilipat ang bayad. 4.3 Credit/Debit Card. a. Punan ang mga detalye ng card at ilipat ang bayad. 4.4 Paygate (Pesonet Banks). a. Pumili at mag-login sa iyong bank account at ilipat ang bayad. 4.5 o Landbank. a. Ilipat/magdeposito ng bayad sa Landbank QCG Settlement Mother Account (Account No. 1722102300) b. I-email ang litrato ng patunay ng pagbabayad at pagtatakda ng buwis/reference slip (natanggap sa pamamagitan ng email o QCeServices) sa business taxpayment.cto@quezoncity.gov.ph.</p>		<p>Tulad ng nakasaad sa online Billing statement kasama ang convenienc e fee, kung meron man.</p>	<p>10 minuto</p>	<p>Nagbabayad ng buwis</p>
<p>5. Receive the new business permit, certificates / clearances and official receipts to be delivered to your business address</p> <p>5. Tanggapin ang business permit, mga sertipiko/clearance, at mga opisyal na resibo na ipapadala sa iyong address ng negosyo.</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>I-verify ang bayad, i-validate ang buwis na singil, maglabas ng Opisyal na Resibo (OR), at ipasa ang OR sa Kagawaran</p>		<p>3 days or more depending on the number of days payment remittance was received</p> <p>3 araw o higit pa depende sa bilang ng araw na natanggap ang pagpapadala ng bayad.</p>	<p>Payment Verifier Collection Officer OR Transmitter Delivery Agent</p> <p>Verifier ng Bayad Opisyal ng Koleksyon Tagapaghatid ng OR Ahente ng Paghahatid</p>



	<i>ng Permit at Lisensiyang Pangnegosyo (BPLD). Ihatid ang mga kagamitan sa may-aring negosyo.</i>			
	Total <i>Kabuuan</i>		3 days, 1 hour and 3 minutes <i>3 araw, 1 oras at 3 minuto</i>	

**ONLINE PAYMENT PROCESSING OF ANNUAL BUSINESS TAX (RENEWAL)
PAGPAPROSESO NG ONLINE NA PAGBABAYAD NG TAUNANG BUWIS SA
NEGOSYO (PAGPAPARENEW)**

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
1. Register to qceservices.quezoncity.gov.ph . Create an account using Gmail, facebook ID or email address <i>1. Magparehistro sa qceservices.quezoncity.gov.ph. Lumikha ng account gamit ang Gmail, Facebook o email address.</i>			3 minutes <i>3 minuto</i>	Taxpayer <i>Nagbabayad ng buwis</i>
2. Login to your QCeservices account 2.1 Click Pay Business Tax 2.2 Click proceed with Business Tax Assessment 2.3 Click Submit Online Sales Declaration 2.4 Fill up the online application and upload the necessary requirements 2.5 Click save 2.6 Click submit <i>2. Mag-login sa iyong QCeServices account. 2.1 I-click ang Pay Business Tax.</i>			20 minutes <i>20 minuto</i>	Taxpayer <i>Nagbabayad ng buwis</i>



<p>2.2 I-click ang Proceed with Business Tax Assessment. 2.3 I-click ang Submit Online Sales Declaration. 2.4 Punan ang online na aplikasyon at i-upload ang mga kinakailangang dokumento. 2.5 I-click ang Save. 2.6 I-click ang Submit.</p>				
<p>3. Receive email/text confirmation or access QCeservices account for tax assessment availability</p> <p>3. Tumanggap ng email/text na kumpirmasyon o i-access ang QCeServices account para sa pagkakaroon ng pagtatakda ng buwis.</p>	<p>Evaluation of application Assessment of Business Tax Approval of assessment</p> <p>Pagsusuri ng aplikasyon. Pagtatakda ng Buwis sa Negosyo. Pag-apruba ng pagtatakda.</p>		<p>30 minutes or more depending on the evaluations of ancillary clearances</p> <p>30 minuto o maaaring magbago depende sa proseso ng pagsusuri.</p>	<p>Evaluator Assessment Clerk Final Evaluator Treasurer</p> <p>Tagapagsuri Klerk ng Pagtatakda Panghuling Tagapagsuri Ingat-Yaman</p>
<p>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 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> <p>Mag-login sa QCeServices. 4. I-click ang QC Pay Easy.</p>		<p>As stated in the online Billing statement inclusive of convenience fee, if any</p> <p>Ayon sa nakasaad</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>



<p><i>Piliin ang paraan ng pagbabayad.</i></p> <p>4.1 GCash E-wallet. <i>a. Mag-login sa iyong account at maglipat ng bayad.</i></p> <p>4.2 Maya E-wallet. <i>a. Mag-login sa iyong account at maglipat ng bayad.</i></p> <p>4.3 Credit/Debit Card. <i>a. Punan ang mga detalye ng card at maglipat ng bayad.</i></p> <p>4.4 Paygate (Pesonet Banks). <i>a. Piliin at mag-login sa iyong bank account at maglipat ng bayad.</i></p> <p>4.5 o Landbank. <i>a. Maglipat/magdeposito ng bayad sa Landbank QCG Settlement Mother Account (Account No. 1722102300).</i> <i>b. I-email ang larawan ng patunay ng pagbabayad at pagtatakda ng buwis / reference slip (natanggap sa pamamagitan ng email o QCeServices) sa business taxpayment.cto@quezoncity.gov.ph.</i></p>		<p><i>sa online na billing statement kasama ang convenienc e fee, kung mayroon.</i></p>		
<p>5. Receive the business permit, certificates / clearances and official receipts to be delivered to your business address</p> <p><i>5. Tanggapin ang business permit, mga sertipiko/clearance, at mga opisyal na resibo na ipapadala sa iyong address ng negosyo</i></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><i>I-verify ang bayad, i-validate ang buwis na singil, maglabas ng Opisyal na Resibo (OR), at ipasa ang OR sa Kagawaran</i></p>		<p>3 days or more depending on the number of days payment remittance was received</p> <p><i>3 araw o higit pa depende sa bilang ng araw na natanggap ang pagpapadala ng bayad.</i></p>	<p>Payment Verifier Collection Officer OR Transmitter Delivery Agent</p> <p><i>Verifier ng Bayad Opisyal ng Koleksyon Tagapaghatid ng OR Ahente ng Paghahatid</i></p>



	<i>ng Permit at Lisensiyang Pangnegosyo (BPLD). Ihatid ang mga kagamitan sa may-ari ng negosyo.</i>			
	Total <i>Kabuuan</i>		3 days, 1 hour and 3 minutes <i>3 araw, 1 oras At 3 minuto</i>	

**ONLINE PAYMENT PROCESSING OF OCCUPATIONAL PERMIT
PAGPROSESO NG ONLINE NA PAGBABAYAD NG PERMIT SA HANAPBUHAY**

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Quezon City Employees or first-time job seeker			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.NBI / Police Clearance		NBI Clearance- National Bureau of Investigation Official website (https://clearance.nbi.gov.ph/) Police clearance –Philippines National Police Official website (https://pnpclearance.ph/)		
2.Health receipt or Health card		QC Health Department		
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 <i>1. Magparehistro sa qceservices.quezoncity.gov.ph. Lumikha ng account gamit ang Gmail, Facebook, o email address.</i>			3 minutes <i>3 minuto</i>	Taxpayer <i>Nagbabayad ng Buwis</i>
2. Login to your QCeServices account 2.1 Click the Occupational (Work) Permit 2.2 Click the Submit Online application 2.3 Click Proceed 2.4 Fill up the online application and upload the necessary requirements 2.5 Click continue / save 2.6 Click submit <i>2. Mag-login sa iyong QCeServices account.</i>			10 minutes <i>10 minuto</i>	Taxpayer <i>Nagbabayad ng buwis</i>



<p>2.1 I-click ang Occupational (Work) Permit. 2.2 I-click ang Submit Online Application. 2.3 I-click ang Proceed. 2.4 Punan ang online na aplikasyon at i-upload ang mga kinakailangang requirements. 2.5 I-click ang Continue/Save. 2.6 I-click ang Submit.</p>				
<p>3. Receive email/text confirmation or access QCeServices account for the order of payment/ assessment availability</p> <p>3. Tumanggap ng email/text na kumpirmasyon o i-access ang QCeServices account para sa pagkakaroon ng pagtatakda ng buwis.</p>	<p>Evaluation of application</p> <p>Pagsusuri ng aplikasyon.</p>		<p>10 minutes or more depending on the evaluations of receive per day</p> <p>10 minuto o higit pa depende sa bilang ng mga pagsusuri na natatanggap bawat araw</p>	<p>BPLD Evaluator</p> <p>Tagasuri ng BPLD</p>
<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 misc taxpayment.cto@quezoncity.gov.ph</p> <p>Mag-login sa QCeServices. 4. I-click ang QC Pay Easy. Pumili ng paraang pagbabayad. 4.1 Gcash E-wallet. a. Mag-login sa iyong account at ilipat ang bayad. 4.2 Maya E-wallet.</p>		<p>As stated in the online Billing statement inclusive of convenience fee, if any</p> <p>Ayon sa nakasaad sa online na billing statement kasama ang convenience fee, kung</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>



<p>a. Mag-login sa iyong account at ilipat ang bayad. 4.3 Credit/Debit Card. a. Punan ang mga detalye ng card at ilipat ang bayad. 4.4 Paygate (Pesonet Banks). a. Pumili at mag-login sa iyong bank account at ilipat ang bayad. 4.5 o Landbank. a. Ilipat/magdeposito ng bayad sa Landbank QCG Settlement Mother Account (Account No. 1722102300) b. I-email ang litrato ng patunay ng pagbabayad at pagtatakda ng buwis/reference slip (natanggap sa pamamagitan ng email o QCeServices) sa misctaxpayment.cto@quezoncity.gov.ph.</p>		<p>mayroon.</p>		
<p>5. Pick-up the original Official Receipt (OR) at Business Permit and Licensing Dept. (BPLD)</p> <p>5. Kuhain ang orihinal na Opisyal na Resibo (OR) sa Kagawaran ng Permit at Lisensiyang Pangnegosyo (BPLD).</p>	<p>Verify the payment, validate tax bill, issue official receipts (OR) and transmit OR to Business Permit and Licensing Dept. (BPLD)</p> <p>I-verify ang bayad, i-validate ang buwis na singil, maglabas ng Opisyal na Resibo (OR), at ipasa ang OR sa BPLD.</p>		<p>3 days or more depending on the number of days payment remittance was received</p> <p>3 araw o higit pa depende sa bilang ng araw na natanggap ang pagpapadala ng bayad.</p>	<p>Payment Verifier Collection Officer OR Transmitter</p> <p>Verifier ng Bayad Opisyal ng Koleksyon Tagapaghatid ng OR</p>
	<p>Total Kabuuan</p>		<p>3 days and 33 minutes 3 araw at 33 minuto</p>	



**ONLINE PAYMENT PROCESSING OF LIQUOR PERMIT
PAGPROSESO NG ONLINE NA PAGBABAYAD NG PERMIT SA ALAK**

Office or Division:		Online Payment Group (FMU)		
Classification:		Simple		
Type of Transaction:		G2B- Government to Business / G2C-Government to Citizen		
Who may avail:		Quezon City Business owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance for Liquor		Respective Barangay where Business is located		
2. 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 <i>1. Magparehistro sa qceservices.quezoncity.gov.ph. Lumikha ng account gamit ang Gmail, Facebook, o email address.</i>			3 minutes 3 minuto	Taxpayer Nagbabayad ng buwis
2. Login to your QCeServices account 2.1 Click Business One Stop Shop (BOSS) 2.2 Click Menu then Liquor Permit application 2.3 Click apply for Liquor Permit 2.4 Fill up the online application and upload the necessary requirements 2.5 Click continue / save 2.6 Click submit <i>2. Mag-login sa iyong QCeServices account. 2.1 I-click ang Business One Stop Shop. 2.2 I-click ang Menu pagkatapos Liquor Permit Application. 2.3 I-click ang Apply for Liquor Permit. 2.4 Punan ang online na aplikasyon at i-upload ang mga kinakailangang requirements. 2.5 I-click ang Continue/Save. 2.6 I-click ang Submit</i>			10 minutes 10 minuto	Taxpayer Nagbabayad ng buwis
3. Receive email/text confirmation or access QCeServices account for the order of payment/ assessment availability <i>3. Tanggapin ang kumpirmasyon sa email/text o i-access ang account sa QCeServices para sapagkakaroon ng order ng pagbabayad o pagtatakda.</i>	Evaluation of application <i>Pagsusuri ng aplikasyon</i>		10 minutes or more depending on the number of evaluations receive per day 10 minuto o higit pa depende sa bilang ng mga pagsusuri na natatanggap	BPLD Evaluator Tagasuri ng BPLD



			<i>bawat araw</i>	
<p>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 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 business taxpayment.cto@quezoncity.gov.ph</p> <p><i>Mag-login sa QCeServices. 4. I-click ang QC Pay Easy. Pumili ng paraang pagbabayad. 4.1 Gcash E-wallet. a. Mag-login sa iyong account at ilipat ang bayad. 4.2 Maya E-wallet. a. Mag-login sa iyong account at ilipat ang bayad. 4.3 Credit/Debit Card. a. Punan ang mga detalye ng card at ilipat ang bayad. 4.4 Paygate (Pesonet Banks). a. Pumili at mag-login sa iyong bank account at ilipat ang bayad. 4.5 o Landbank. a. Ilipat/magdeposito ng bayad sa Landbank QCG Settlement Mother Account (Account No. 1722102300) b. I-email ang litrato ng patunay ng pagbabayad at pagtatakda ng buwis/reference slip (natanggap sa pamamagitan ng email o QCeServices) sa business taxpayment.cto@quezoncity.gov.ph.</i></p>		<p>As stated in the online Billing statement inclusive of convenience fee, if any</p> <p><i>Ayon sa nakasaad sa online na billing statement kasama ang convenience fee, kung mayroon</i></p>	<p>10 minutes</p> <p><i>10 minuto</i></p>	<p>Taxpayer</p> <p><i>Nagbabayad ng buwis</i></p>
<p>5. Pick-up the original Official Receipt (OR) at Business Permit and Licensing Dept. (BPLD)</p>	<p>Verify the payment, validate tax bill, issue official receipts (OR) and transmit OR</p>		<p>3 days or more depending on the number of days payment remittance was received</p>	<p>Payment Verifier Collection Officer OR Transmitter</p>



<p>5. Kuhain ang orihinal na Opisyal na Resibo (OR) sa Kagawaran ng Permit at Lisensiyang Pangnegosyo (BPLD).</p>	<p>to Business Permit and Licensing Dept. (BPLD)</p> <p><i>I-verify ang bayad, i-validate ang buwis na singil, maglabas ng Opisyal na Resibo (OR), at ipasa ang OR sa BPLD.</i></p>		<p><i>3 araw o higit pa depende sa bilang ng araw na natanggap ang pagpapadala ng bayad.</i></p>	<p><i>Verifier ng Bayad Opisyal ng Koleksyon Tagapaghatid ng OR</i></p>
<p>Total Kabuuhan</p>			<p>3 days and 33 minutes 3 araw at 33 minuto</p>	

**ONLINE PAYMENT PROCESSING OF REAL PROPERTY TAX
PAGPROSESO NG ONLINE NA PAGBABAYAD NG BUWIS SA LUPA**

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
<p>1. Register to qceservices.quezoncity.gov.ph. Create an account using Gmail, facebook ID or email address</p> <p><i>1. Magparehistro sa qceservices.quezoncity.gov.ph. Lumikha ng account gamit ang Gmail, Facebook, o email address</i></p>			<p>3 minutes</p> <p><i>3 minuto</i></p>	<p>Taxpayer</p> <p><i>Nagbabayad ng buwis</i></p>
<p>2. Login to your QCeServices account</p> <p>2.1 Click the RPT Payment (Amilyar)</p> <p>2.2 Read and Follow instruction</p> <p>2.3 Search the Tax Declaration No. (TDN)</p>			<p>5 minutes</p>	<p>Taxpayer</p>



<p>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</p> <p>2. <i>Mag-login sa iyong account.</i> 2.1 <i>I-click ang RPT Payment (Amilyar).</i> 2.2 <i>Basahin at sundan ang mga tagubilin.</i> 2.3 <i>Hanapin ang Tax Declaration No. (TDN).</i> 2.4 <i>Tiyakin ang pangalan ng may-ari.</i> 2.5 <i>Kung maraming TDNs na naitala,</i> a. <i>I-click ang Add to Cart at ulitin ang 2.3 hanggang 2.5.</i> b. <i>I-click ang My Cart.</i> 2.6 <i>I-click ang Proceed to Payment.</i> 2.7 <i>I-click ang Yes upang tiyakin ang kabuuang halaga na babayaran.</i></p>			<p>5 minuto</p>	<p>Nagbabayad ng buwis</p>
<p>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 3.4 Paygate (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 slip (received thru email) to rtpayment@quezoncity.gov.ph</p> <p>3. <i>Pumili ng paraang pagbabayad.</i> 3.1 <i>Gcash E-wallet.</i> a. <i>Mag-login sa iyong account at ilipat ang</i></p>		<p>As stated in the online Billing statement inclusive of convenience fee, if any</p> <p><i>Tulad ng nakasaad sa online billing statement plus</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>



<p>pagbabayad. 3.2 Maya E-wallet a. Mag-login sa iyong account at ilipat ang pagbabayad. 3.3 Credit/Debit Card. a. Punan ang mga detalye ng card at ilipat ang pagbabayad. 3.4 Paygate (Pesonet Banks). a. Pumili at mag-login sa iyong bank account at ilipat ang pagbabayad. 3.5 o Landbank. a. Ilipat/deposito ang bayad sa Landbank QCG Settlement Mother Account (Account No. 1722102300) b. I-email ang larawan ng patunay ng pagbabayad at reference slip sa email rptpayment@quezoncity.gov.ph</p>		<p>convenience fee, kung meron man.</p>		
<p>4.Receive the photo of Computerized Official Receipt (COR) thru email</p> <p>4. Tanggapin ang larawan ng computerized Official Receipt (OR) sa pamamagitan ng email.</p>	<p>Verify the payment thru Landbank Statement Inquiry Validate tax bill and issue Official Receipt Upload photo of Official Receipt</p> <p>Tiyakin ang pagbabayad sa pamamagitan ng Landbank Statement Inquiry. Tiyakin ang buwis na bayarin at maglabas ng OR. I-upload ang larawan ng OR.</p>		<p>2 days or more depending on the number of days payment remittance was received</p> <p>2 araw o higit pa depende sa bilang ng araw ng pagtanggap ng remittance ng bayad.</p>	<p>Payment Verifier Collection Officer OR Transmitter</p> <p>Tagatikay ng Bayad Opisyal ng Pagkolekta Taga-upload ng OR</p>
<p>5.Pick-up the original Official Receipt (OR) at the City Treasurer's Office, 3rd Floor,</p>	<p>Release the original Computeriz</p>		<p>10 minutes</p>	<p>OR Releaser</p>



<p>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)</p> <p>5. Kunin ang orihinal na OR sa City Treasurer's Office, 3rd Floor, Online Payment Group (ipakita ang wastong ID at larawan/digital na kopya ng OR bilang sanggunian. Kung sa pamamagitan ng kinatawan, ipakita ang wastong ID at liham ng awtorisasyon o mag-email ng pangalan ng kinatawan.</p>	<p>ed Official Receipt</p> <p>Ilabas ang orihinal na OR.</p>		<p>10 minuto</p>	<p>Tagapaglabas ng OR</p>
<p>Total</p> <p>Kabuuan</p>			<p>2 days and 28 minutes</p> <p>2 araw at 28 minuto</p>	

**ONLINE PAYMENT PROCESSING OF BUILDING PERMIT
PAGPROSESO NG BAYAD SA ONLINE PARA SA PERMIT NG GUSALI**

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
1. Magrehistro sa qceservices.quezoncity.gov.ph. Lumikha ng account gamit ang Gmail, Facebook ID, o email address.			5 minuto	Nagbabayad ng buwis
2. Login to your QCeServices account 2.1 Click Building Permit: One-Stop-Shop			15 minutes	Taxpayer



<p>2.2 Click Permit Applications 2.3 Fill-up the application details 2.4 Complete the application details until you receive an Order of payment</p> <p>2. <i>Mag-login sa iyong QCeServices account.</i> 2.1 <i>Mag-click sa Building Permit: One-Stop-Shop.</i> 2.2 <i>Mag-click sa Permit Applications.</i> 2.3 <i>Punan ang mga detalye ng aplikasyon.</i> 2.4 <i>Kumpletuhin ang mga detalye ng aplikasyon hanggang sa matanggap mo ang Order of Payment.</i></p>			15 minuto	Nagbabayad ng buwis
<p>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</p> <p>3. <i>Mag-transfer o magdeposito ng bayad sa Landbank of the Phils. Account: Pangalan ng Account: QCG Settlement Mother Account Numero ng Account: 1722102300 Address ng Bangko: LBP Quezon City Hall Uri ng Account: Korporasyon</i></p>		As stated in the online order of payment	10 minutes	Taxpayer
<p>4. Email the photo of Order of payment and the confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph</p> <p>4. <i>I-email ang larawan ng Order of Payment at ang kumpirmasyon ng resibo ng bayad sa misctaxpayment.cto@quezoncity.gov.ph.</i></p>		Tulad ng nakasaad sa online order of payment	10 minuto	Nagbabayad ng buwis
<p>4. Email the photo of Order of payment and the confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph</p> <p>4. <i>I-email ang larawan ng Order of Payment at ang kumpirmasyon ng resibo ng bayad sa misctaxpayment.cto@quezoncity.gov.ph.</i></p>			5 minutes	Taxpayer
<p>5. Receive the photo of Official Receipt (OR) thru email</p> <p>5. <i>Tanggapin ang larawan ng Opisyal na Resibo (OR) sa pamamagitan ng email.</i></p>	<p>Verify the payment Issue Official Receipt Upload photo of Official Receipt</p> <p><i>I-verify ang pagbabayad Maglabas ng Opisyal na Resibo. I-upload ang larawan ng</i></p>		2 days or more depending on the number of days payment remittance was received	Payment Verifier Collection Officer OR Uploader
			Dalawang araw o higit pa, batay sa dami ng araw na natanggap ang remittance ng bayad.	Tagatasa ng Bayad o Kawani sa Pagkolekta ng Bayad o Nag-Upload ng OR



	<i>Opisyal na Resibo.</i>			
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
<i>6. Kumuha ng orihinal na Opisyal na Resibo (OR) sa Tanggapan ng Ingat-Yaman, Ikatlong Palapag, Grupo ng Online Payment (ipakita ang wastong ID at litrato o kopya ng OR bilang sanggunian. Kung ipinakuha ng kinatawan, ipakita ang wastong ID at sulat ng otorisasyon o i-email ang pangalan ng kinatawan).</i>	<i>Ilabas ang orihinal na Opisyal na Resibo.</i>		<i>5 minuto</i>	<i>Tagapaglabas ng Opisyal na Resibo (OR)</i>
	Total <i>Kabuuan</i>		2 days and 40 minutes <i>2 araw at 40 minuto</i>	

**ONLINE PAYMENT PROCESSING OF PROFESSIONAL TAX RECEIPT (PTR)
PAGPROSESO NG ONLINE NA PAGBABAYAD NG RESIBONG BUWIS NG
PROPESYONAL (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
<i>1. I-email ang larawan ng PRC / IBP ID at huling bayad sa misctaxpayment.cto@quezoncity.gov.ph</i>			<i>5 minuto</i>	<i>Nagbabayad ng buwis</i>
2. Receive an email reply with the amount to be paid and instruction on how to pay online	Email the amount due and the Quezon City Landbank account details	₱300.00 annual tax Plus 75 (surcharge fee) and plus 2% penalty each month after	10 minutes Or more depending on the number of emails received per day	Email sender



<p>2. <i>Tanggapin ang tugon sa email na may kasamang halagang dapat bayaran at tagubiling kung paano magbayad online.</i></p>	<p><i>I-email ang halagang dapat bayaran at mga detalye ng account sa Landbank ng Quezon City.</i></p>	<p>January 31 ₱ 300 buwis taun-taon. Dagdag 75 (singil na pagsalag) at dagdag 2% multa bawat buwan pagkatapos ng Enero 31.</p>	<p>10 minuto o higit pa depende sa bilang ng mga pagsusuri na natatanggap bawat araw</p>	<p>Nagpapadala ng email</p>
<p>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</p> <p>3. <i>Ilipat/magdeposito ng bayad sa account ng Land Bank of the Philippines:</i> <i>Pangalan ng Account: QCG Settlement Mother Account</i> <i>Numero ng Account: 1722102300</i> <i>Address ng Bangko: LBP Quezon City Hall</i> <i>Uri ng Account: Korporasyon</i></p>		<p>As stated in the online order of payment</p> <p><i>Tulad ng nakasaad sa online order ng pagbabayad</i></p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>
<p>4. Email the photo of confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph</p> <p>4. <i>I-email ang larawan ng patunay ng pagbabayad sa misctaxpayment.cto@quezoncity.gov.ph</i></p>			<p>3 minutes</p> <p>3 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>
<p>5. Receive the photo of Official Receipt (OR) thru email</p> <p>5. <i>Tanggapin ang larawan ng Opisyal na Resibo (OR) sa pamamagitan ng email.</i></p>	<p>Verify the payment Issue Official Receipt Upload photo of Official Receipt</p> <p><i>I-verify ang bayad, maglabas ng Opisyal na Resibo (OR) Mag-upload ng larawan ng OR.</i></p>		<p>2 days or more depending on the number of days payment remittance was received</p> <p>2 araw o higit pa depende sa bilang ng araw na natanggap ang pagpapadala ng bayad.</p>	<p>Payment Verifier Collection Officer OR Uploader</p> <p>Verifier ng Bayad Opisyal ng Koleksyon Tagapag-upload ng OR</p>
<p>6. Pick-up the original Official Receipt (OR) at the City</p>	<p>Release the</p>		<p>5 minutes</p>	<p>OR Releaser</p>



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	original Official Receipt			
<i>6. Kunin ang orihinal na OR sa Tanggapan ng Ingat-Yaman, Ikatlong Palapag, Online Payment Group (ipakita ang wastong ID at larawan/digital na kopya ng OR bilang sanggunian. Kung sa pamamagitan ng kinatawan, ipakita ang wastong ID at sulat ng awtorisasyon o i- email ang pangalan ng kinatawan.</i>	<i>Ilabas ang orihinal na OR.</i>		<i>5 minuto</i>	<i>Tagapaglabas ng resibo</i>
	Total <i>Kabuuan</i>		2 days and 33 minutes <i>2 araw at 33 minuto</i>	

**ONLINE PAYMENT PROCESSING OF HEALTH CERTIFICATE
PROSESO NG PAGBABAYAD ONLINE PARA SA HEALTH CERTIFICATE**

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All persons involved in the operation and management of an establishment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.HIV Seminar, sputum and stool exam result		Quezon City Health Department		
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
1. Magparehistro sa qceservices.quezoncity.gov.ph. Lumikha ng account gamit ang iyong Gmail, Facebook ID, o email address.			<i>5 minuto</i>	<i>Nagbabayad ng buwis</i>
2. Login to your QCeServices account 2.1 Click Health Certificate & Sanitary Permit 2.2 Click Health Certificate 2.3 Fill-up the application details 2.4 Click apply for Health Certificate 2.5 Complete the application details until you receive an Order of payment			15 minutes	Taxpayer
<i>2. Mag-login sa iyong account sa QCeServices.</i>			<i>15 minuto</i>	<i>Nagbabayad ng buwis</i>



<p>2.1 Pumunta sa Health Certificate & Sanitary Permit.</p> <p>2.2 Pumunta sa Health Certificate.</p> <p>2.3 Punan ang mga detalye ng aplikasyon.</p> <p>2.4 I-click ang "apply for Health Certificate."</p> <p>2.5 Kumpletuhin ang mga detalye ng aplikasyon hanggang sa matanggap mo ang Order of Payment.</p>				
<p>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</p> <p>3. I-transfer o ideposito ang bayad sa Landbank ng Pilipinas Account: Pangalan ng Account: QCG Settlement Mother Account Numero ng Account: 1722102300 Address ng Bangko: LBP Quezon City Hall Uri ng Account: Korporasyon</p>		<p>As stated in the online order of payment</p> <p>Tulad ng nakasaad sa online order of payment.</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>
<p>4. Email the photo of order of payment and the confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph</p> <p>4. I-email ang larawan ng order of payment at kumpirmasyon ng resibo ng bayad sa misctaxpayment.cto@quezoncity.gov.ph.</p>			<p>5 minutes</p> <p>5 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>
<p>5. Receive the photo of Official Receipt (OR) thru email</p> <p>5. Tanggapin ang larawan ng Opisyal na Resibo (OR) sa pamamagitan ng email.</p>	<p>Verify the payment Issue Official Receipt Upload photo of Official Receipt</p> <p>I-verify ang pagbabayad Maglabas ng Opisyal na Resibo. I-upload ang larawan ng Opisyal na Resibo</p>		<p>2 days or more depending on the number of days payment remittance was received</p> <p>Dalawang araw o higit pa, depende sa dami ng araw na natanggap ang remittance ng bayad</p>	<p>Payment Verifier Collection Officer OR Uploader</p> <p>Tagatasa ng Bayad o Kawani sa Pagkolekta ng Bayad o Nag-Upload ng OR</p>
<p>6. 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)</p>	<p>Release the original Official Receipt</p>		<p>5 minutes</p>	<p>OR Releaser</p>



6. Kumuha ng orihinal na Opisyal na Resibo (OR) sa Tanggapan ng Ingat Yaman, Ikatlong Palapag, Grupo ng Online Payment (ipakita ang wastong ID at litrato o kopya ng OR bilang sanggunian. Kung ipinapakuha ng kinatawan, ipakita ang wastong ID at sulat ng otorisasyon o i-email ang pangalan ng kinatawan).	Ilabas ang orihinal na Opisyal na Resibo.		5 minuto	Tagapaglabas ng Opisyal na Resibo (OR)
Total Kabuuhan			2 days and 40 minutes 2 araw at 40 minuto	

**ONLINE PAYMENT PROCESSING OF SANITARY PERMIT
PAGPROSESO NG ONLINE NA PAGBABAYAD NG SANITARY PERMIT**

Office or Division:	Online Payment Group (FMU)			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business			
Who may avail:	All new establishments doing business within Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Locational Clearance		Business One Stop Shop (BOSS)		
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 <i>1. Magparehistro sa qceservices.quezoncity.gov.ph. Lumikha ng account gamit ang Gmail, Facebook, o email address.</i>			5 minutes 5 minuto	Taxpayer Nagbabayad ng buwis
2. Login to your QCeServices account 2.1 Click Health Certificate & Sanitary Permit 2.2 Click Sanitary Permit 2.3 Fill-up the application details 2.4 Click apply for Sanitary Permit 2.5 Complete the application details until you receive an Order of payment <i>2. Mag-login sa iyong QCeServices account. 2.1 I-click ang Health Certificate & Sanitary Permit. 2.2 I-click ang Health Certificate. 2.3 Punan ang mga detalye ng aplikasyon. 2.4 I-click ang Apply for Health</i>			15 minutes 15 minuto	Taxpayer Nagbabayad ng buwis



<p>Certificate. 2.5 Kumpletuhin ang mga detalye ng aplikasyon hanggang sa makatanggap ng Order of Payment.</p>				
<p>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</p> <p>3. I-transfer o ideposito ang bayad sa Account ng Landbank of the Phils. sa mga sumusunod na detalye: Pangalan ng Account: QCG Settlement Mother Account Numero ng Account: 1722102300 Address ng Bangko: LBP Quezon City Hall Uri ng Account: Korporasyon</p>		<p>As stated in the online order of payment</p> <p>Gayunpaman, kung ito ay nakasaad sa online order ng pagbabayad</p>	<p>10 minutes</p> <p>10 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>
<p>4. Email the photo of order of payment and the confirm proof of payment to misctaxpayment.cto@quezoncity.gov.ph</p> <p>4. I-email ang larawan ng order ng pagbabayad at patunay ng pagbabayad sa misctaxpayment.cto@quezoncity.gov.ph.</p>			<p>5 minutes</p> <p>5 minuto</p>	<p>Taxpayer</p> <p>Nagbabayad ng buwis</p>
<p>5. Receive the photo of Official Receipt (OR) thru email</p> <p>5. Tanggapin ang larawan ng Official Receipt (OR) sa pamamagitan ng email.</p>	<p>Verify the payment Issue Official Receipt Upload photo of Official Receipt</p> <p>Suriin ang pagbabayad Ipagkaloob ang Opisyal na Resibo I-upload ang larawan ng Opisyal na Resibo</p>		<p>2 days or more depending on the number of days payment remittance was received</p> <p>2 araw o higit pa depende sa bilang ng araw na natanggap ang remittance ng pagbabayad.</p>	<p>Payment Verifier Collection Officer OR Uploader</p> <p>Tagapagberipika ng Bayad/ Collection Officer o Nag-upload ng OR</p>
<p>6. 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</p>	<p>Release the original Official Receipt</p>		<p>5 minutes</p>	<p>OR Releaser</p>



authorization letter or email the name of representative)				
6. Kunin ang orihinal na Opisyal na Resibo (OR) sa Tanggapan ng City Treasurer, Ikatlong Palapag, Grupo ng Online Payment (ipakita ang wastong ID at larawan/digital na kopya ng OR bilang sanggunian. Kung kukunin ng kinatawan, ipakita ang wastong ID at sulat ng awtorisasyon o mag-email ng pangalan ng kinatawan)	I-release ang orihinal na Opisyal na Resibo.		5 minuto	Tagapagpala bas ng OR
	Total Kabuuhan		2 days and 40 minutes 2 araw at 40 minuto	

COLLECTION OF AMUSEMENT TAX KOLEKSYON NG BUWIS SA LIBANGAN

The Quezon City may levy an amusement tax to be collected from the proprietors, lessees or operators of theatres, cinemas, concert halls, circuses, boxing stadia and other places of amusement. (Sec.140 (a), LGC)

Ang Lungsod Quezon ay maaaring magpataw ng buwis sa libangan na kolektado mula sa mga may ari, lessee o operator ng mga sinehan, concert halls, sirkos, palakasan sa boksing at iba pang lugar ng libangan. (Seksyon 140 (a), LGC)

Office or Division:	Amusement Tax Evaluation, Assessment & Monitoring (TEAM) Unit Yunit ng Pagtatasa, Pag-evaluate, at Paggabayan ng Buwis sa Amusement (TEAM)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Business operators/ Proprietor of Amusement establishments or places Lahat ng mga operator ng negosyo sa Lungsod Quezon o may-ari ng mga pasilidad ng libangan o mga lugar ng kasiyahan ay dapat sumunod s mga regulasyon at buwisnaipinatutupad ng lokalnapamahalaan.			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1.Amusement Registration Form	Amusement TEAM Unit			
2.Special Business Permit/Current Business Permit	BPLD			
3.Printers invoice ticket and sample tickets	Amusement operators/owners			
4.SEC Registration (Corporation)	Securities and Exchange Commission			
5.Secretary's Certificate (Corporation)	Company owner			
6.DTI Registration (Single Proprietor)	Department of Trade and Industry			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
REGISTRATION OF TICKETS Concerts and Theaters	1.Evaluate the submitted	Local Artist (concert) 5% Local Films	20 minutes	Amusement TEAM Unit personnel



<p>1. Present accomplished registration form with photocopy of special business permits, official receipts(OR), photocopy of cash bond receipts, printers invoice ticket and sample ticket</p> <p>PAGPAREHISTRO NG MGA TIKET <i>Konsiyerto at Teatro</i> 1. Ipagpakita ang nasagawa nang form ng pagpaparehistro kasama ang kopya ng espesyal na permit sa negosyo, opisyal na resibo (OR), kopya ng resibo ng cash bond, resibo ng invoice ng printer, at halimbawa ng tiket.</p>	<p>documentary requirements with accuracy of the specified no. of registered tickets sold and total gross sales amount</p> <p>1.1 Issue printed tax bill</p> <p>1. Tiyakin ang tamang isinuniteng mga dokumentaryong kinakailangan kasama ang wastong bilang ng mga tiket na naibenta at kabuuang halaga ng kita</p> <p>1.1 Ipagkaloob ang na-print na buwis na resibo.</p>	<p>(exempted) Foreign Artist (concert) 10% Foreign Films 10% Cockfight 10% Other amusement places/ activities 10%</p> <p>Artista ng Lokal (konsiyerto) - 5% Pelikulang Lokal (ekswempto) Artistamulasaibangbansa (konsiyerto) - 10% DayuhangPelikula - 10% Sugal ng Sabong - 10% Ibapang mgalugar/pangyayari ng libangan - 10%</p>	<p>20 minuto</p>	<p>Personel ng yunit ng Amusement Team</p>
<p>2. Receive tax bill and pay the required amount</p> <p>2.1 Receive the official receipt and registered tickets</p> <p>2. Tanggapin ang buwis na bill at bayaran ang kinakailangang halaga.</p> <p>2.1 Tanggapin ang opisyal na resibo at mga rehistradong tiket.</p>	<p>2. Accept tax bill and payment</p> <p>2.1 Issue official receipt</p> <p>2. Tanggapin ang buwis na bill at ang bayad.</p> <p>2.1 Ibigay ang opisyal na resibo.</p>		<p>30 minutes</p> <p>30 minuto</p>	<p>Collector</p> <p>Maningil</p>
<p>Total Kabuuang</p>		<p>50 minutes 50 minuto</p>		



<p>ISSUANCE OF CASHBOND for new promoters/new production agency</p> <p>1. Secure Special Permit from BPLD for the event/concerts 2. Issue Order of Payment</p> <p>Paglabas ng Cashbond para sa mga bagong promoter/ bagong ahensya ng produksyon</p> <p>1. Kumuha ng Espesyalna Permit mulasa BPLD para samgakaganapan/k onsiyerto</p> <p>2. Ipaglabas ang Utos ng Pagbabayad</p>	<p>1 Evaluate the documents 2. pay the required amount and issue official receipts</p> <p>1. Suriin ang mga dokumento 2. Bayaran ang kinakailanga ng halaga at maglabas ng opisyal na resibo.</p>		<p>15 minutes</p> <p>30 minutes</p> <p>15 minuto</p> <p>30 minuto</p>	<p>Amusement TEAM Unit personnel</p> <p>Collector</p> <p>Kawani ng Yunit ng Amusement</p> <p>Kolektor</p>
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<p>REGISTRATION OF TICKETS for regular Amusement establishment (cinema, night clubs) 1. Present accomplished registration form, current business permit and official receipts (OR) sample tickets and printers invoice ticket</p> <p>REHISTRASYON NG MGA TIKET <i>para sa karaniwan Establisimento ng Libangan (sineman, mga klub sa gabi)</i> 1. I-present ang nasagawang form ng rehistrasyon, kasalukuyang permit sa negosyo at mga opisyal na resibo (OR), mga halimbawang tiket at resibo mula sa printer ng tiket.</p>	<p>1. Evaluate the completeness of the submitted documentary requirements with accuracy of the accomplished registration form</p> <p>1. Tanyahin ang kumpletong pagsumite ng mga kinakailangang dokumento, kasama ang wastong nasagawang form ng rehistrasyon.</p>		<p>1 day</p> <p>1 araw</p>	<p>Amusement TEAM Unit personnel</p> <p>Kawani ng Yunit ng Amusement</p>
<p>Total <i>Kabuuan</i></p>			<p>1 day and 45 minutes 1 araw at 45 minuto</p>	
<p>ISSUANCE OF AMUSEMENT TAX EXEMPTION 1. Submit endorsement letter from Mayor's Office, request letter indicating the purpose and beneficiary <u>For Corporation:</u> -Secretary's Certificate -SEC Registration <u>For Single Proprietorship</u> -DTI Registration -Proof of existence,</p>	<p>1. Prepare tax exemption letter for approval of the City Mayor (subject for evaluation and completeness of the submitted requirements) 1.1 Evaluate the authenticity of declared beneficiaries and the purpose for which the proceeds should be utilized</p>		<p>3 days</p>	<p>Amusement TEAM Unit personnel</p> <p>City Mayor</p>



<p>programs and activities of the organization</p> <p>Paglabas ng Eksensiyon sa Buwis sa Libangan</p> <p>1. Isumite ang liham ng pag-eendorso mula sa Tanggapan ng Mayor, liham ng hiling na nagpapakita ng layunin at tagatanggap.</p> <p>Para sa Korporasyon -Sertipiko ng Kalihim -Rehistrasyon sa SEC</p> <p>Para sa May-ari ng Negosyo -Rehistrasyon sa DTI -Patunay ng pagkakaroon ng mga programa at aktibidad ng organisasyon</p>	<p>1. Ilagay sa ayos ang lihim ng eksensiyon sa buwis para sa pag apruba ng Alkalde ng Lungsod (para sa pagsusuri at kabuuan ng mga isinuniteng kinakailangang dokumento)</p> <p>1.1 Tantiyahin ang katunayan ng mga deklaradong tagatanggap at ang layunin para sa paggamit ng mga nakolekta</p>		<p>3 araw</p>	<p>Kawani ng Yunit ng Amusement</p> <p>Alkalde ng Lungsod</p>
<p>Total Kabuuhan</p>			<p>3 days 3 araw</p>	
<p>AMUSEMENT TAX RETURN *If special screening (one time transaction) Unsold tickets shall be surrendered to Amusement TEAM Unit</p> <p>PAGBABALIK NG BUWIS SA LIBANGAN *Kapag espesyal na pagpapalabas (isang beses na transaksyon) Ang mga tiket na hindi nabenta ay dapat isuko sa Yunit ng Amusement</p>	<p>1. Assessment of amusement tax Compute and prepare tax bill for approval and for payment of amusement tax</p> <p>1. Pagsusuri ng buwis sa Libangan Kalkulahin at ihanda ang buwis na bill para sa aprobasyon at para sa pagbabayad ng buwis sa libangan</p>		<p>20 minutes 20 minuto</p>	<p>Amusement TEAM Unit personnel</p> <p>Kawani ng Yunit ng Amusement</p>



Type of Transaction:	G2G- Government to Government			
Who may avail:	All Quezon City Bonded Accountable Officers, Appointed Barangay Treasurers and SK Treasurers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Requisition and Issuance Slip (RIS)		Verification Section-City Treasurer's Office		
2.Confirmation letter or approved Fidelity Bond		Bureau of Treasury		
3.Memorandum designated as Collecting officer (City Collectors)		City Treasurer's Office		
4.Brgy./SK Resolution and Appointment letter designated as Brgy./SK Treasurer		Barangay Hall		
5.Authorization letter from Brgy. Captain requesting for accountable form (AF#51 & CTC-Individual)		Barangay Hall		
6.Authorization letter designated as Deputized Collector to acquire CTC-Individual (Brgy. Treasurer)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Barangay /SK Treasurer 1.Present duly approved RIS and submit complete documentary requirements	1.Accept approved RIS and evaluate the completeness of the submitted documents 1.1Check the fidelity bond effectivity date of the accountable officer		5 minutes	Head, Accountable Forms Unit City Treasurer's Office
Tesorero ng Barangay/SK 1. Ipakita ang wastong-aprubadong RIS at isumite ang kumpletong dokumentaryong kinakailangan.	1. <i>Tanggapin ang naaprubahang RIS at suriin ang kabuuang kumpletong dokumento na isinumite.</i> 1.1 <i>Suriin ang petsa ng epektibong bisa ng fidelity bond ng opisyal na may pananagutan.</i>		5 minuto	<i>Punong Kawani, yunit ng mga Formularyong Pananagutan Tanggapan ng Ingat-Yaman ng Lungsod</i>
2.Pay the cost of accountable form requested and receive official receipt 2.1 Photocopy of official receipt (1 copy) to be submitted to the releasing area	2.Accept payment and issue official receipt 2.1 Provide the approved RIS to the releasing custodian to prepare and process the requested accountable form	Depends on the prevailing price indicated in the Purchase Order	10 minutes 5minutes	Collector Verification Section Releasing clerk Accountable Forms Unit
2. <i>Bayaran ang halaga ng accountable form at tanggapan ang opisyal</i>	2. <i>Tanggapin ang bayad at maglabas ng</i>	<i>Nakabatay sa kasalukuyang presyo na</i>	10 minuto	Tagakolekta Seksyon ng Pag-verify



<p>na resibo.</p> <p>2.1 Kumuha ng kopya ng opisyal na resibo (1 kopya) na isusumite sa lugar ng pagpapalabas.</p>	<p>opisyal na resibo.</p> <p>2.1 Ibigay ang naaprubahang RIS sa tagapag-ingat na maglalabas upang ihanda at iproseso ang hinihinging accountable form.</p>	<p>nakasaad sa Purchase Order.</p>	<p>5 minuto</p>	<p>Klerk ng Pagpapalabas Yunit ng Accountable Form</p>
<p>3.Proceed to releasing area of AF and sign the receiving log-book of accountable forms</p> <p>3.1 Check the quantity and serial number of booklet/pad purchase and received copy of approved RIS</p> <p>3. Pumunta sa lugar ng pagpapalabas ng mga AF at lagdaan ang talaan ng pagtanggap ng mga accountable form</p> <p>3.1 Suriin ang dami at serial number ng booklet/pad na binili at ang nakatanggap na kopya ng naaprubahang RIS.</p>	<p>3.Release the requested Accountable form</p> <p>3.1 Consolidate the RIS with attached photocopy of Official Receipt</p> <p>3. Ipalabas ang hinihinging accountable form</p> <p>3.1 Itala ang RIS kasama ang kalakip na kopya ng opisyal na resibo.</p>		<p>20 minutes</p> <p>20 minuto</p>	<p>Releasing Clerk Accountable Forms Unit</p> <p>Klerk sa pagpapalabas Yunit ng accountable form</p>
<p>Total Kabuuan</p>			<p>40 minutes</p> <p>40 minuto</p>	
<p>Bonded Accountable Officers/City Collectors</p> <p>1.Submit duly approved RIS which indicated the quantity of un-issued Accountable Form</p> <p>Mga Nakasaklaw na Mga Opisyal ng Pananagutan/ Tagakolekta ng Lungsod</p> <p>1. Isumite ang wastong-aprubadong RIS na nagpapakita ng dami ng hindi pa nagagamit na accountable form</p>	<p>1.Accept the approved RIS and check the fidelity bond effectivity date of the accountable officer</p> <p>1. Tanggapin ang naaprubahang RIS at suriin ang petsa ng epektibong bisa ng fidelity bond ng opisyal na may pananagutan.</p>		<p>10 minutes</p> <p>10 minuto</p>	<p>Releasing Clerk Accountable Forms Unit</p> <p>Klerk sa pagpapalabas Yunit ng accountable form</p>
<p>2.Wait for the preparation of the requested accountable form</p> <p>2. Maghintay sa paghahanda ng hinihinging accountable form</p>	<p>2.Prepare and process the requested accountable form</p> <p>2. Ihanda at iproseso ang hinihinging accountable form</p>		<p>10 minutes</p> <p>10 minuto</p>	<p>Releasing Clerk Accountable Forms Unit</p> <p>Klerk sa pagpapalabas Yunit ng accountable form</p>



<p>3.Receive the accountable forms upon checking the quantity and serial numbers of booklet/pad 3.1 Sign the receiving log-book, portion of RIS and receive copy of the approved RIS</p>	<p>3.Release the requested accountable form and require to sign the receiving log-book and portion of the RIS 3.1 Encode the serial numbers of received booklet by the accountable officer thru the existing system</p>		<p>20 minutes</p>	<p>Releasing Clerk Accountable Forms Uni</p>
<p><i>3. Tanggapin ang mga accountable form matapos suriin ang dami at serial number ng booklet/pad. 3.1 Lagdaan ang talaan ng pagtanggap, bahagi ng RIS, at tanggapin ang kopya ng naaprubahang RIS.</i></p>	<p><i>3. Ipalabas ang hinihinging accountable form at hilingin na lagdaan ang talaan ng pagtanggap at bahagi ng RIS. 3.1 I-encode ang mga serial number ng natanggap na booklet ng opisyal na may pananagutan sa umiiral na sistema.</i></p>		<p><i>20 minuto</i></p>	<p><i>Klerk sa pagpapalabas Yunit ng accountable form</i></p>
<p>Total Kabuuhan</p>			<p>40 minutes 40 minuto</p>	

RECEIVING OF INCOMING CORRESPONDENCE
(PAGTANGGAP NG DUMATING NA KORESPONDENSIYA)

The receiving and/or dissemination of the official documents such as memoranda, letters or correspondence from other Offices/ Agency addressed to the City Treasurer's Office for information, compliance or claim of the requesting party

Ang pagtanggap at/o pagpapalaganap ng mga opisyal na dokumento tulad ng mga memorandum, sulat o korespondensiya mula sa iba pang mga Opisina/ Ahensya na may layuning impormasyon, pagsunod, o pag-angkin mula sa humiling ng serbisyo sa Tanggapan ng Ingat-Yaman ng Lungsod.

Office or Division:	Records Section-Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All company, business establishments and/or government offices, taxpayers, employee with a communication letter, for information or compliance addressed to this Office			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.letter/ memoranda			Agency/Taxpayer / Requesting party	
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON



		TO BE PAID	TIME	RESPONSIBLE
<p>WALK-IN 1. Present the letter at the Records Section, receiving area with other attached documents to prove your claim or request 1.1 Receive the stamped copy (with date and control number) as prove of received of the Records Section (*For follow-up, receive a stub indicated the telephone number of this Office with name of personnel)</p>	<p>1. Accept and stamp the receiving copy and other attached documents by the Records Section (provided with Control number) 1.1 Provide the received copy (stamped) to the taxpayer /or requesting party (if applicable, the stub indicated the name of person and telephone number)</p>	None	5 minutes	Receiving clerk Records Section
<p><i>1. Ipakita ang sulat sa Seksyon ng Talaan, lugar ng pagtanggap na may mga kalakip na dokumento upang patunayan ang iyong hinihingi o kahilingan.</i> <i>1.1 Tanggapin ang naka-tatak na kopya (may petsa at numero ng kontrol) bilang patunay na tinanggap ng Seksyon ng Talaan.</i> <i>(*Para sa pagsunod, tanggapin ang isang stub na nagpapakita ng telepono ng Tanggapan na ito kasama ang pangalan ng tauhan)</i></p>	<p><i>1. Tanggapin at tatakang ang kopya ng pagtanggap at iba pang mga kalakip na dokumento ng Seksyon ng Talaan (may ibinigay na Numero ng Kontrol).</i> <i>1.1 Ibigay ang kopya ng tinanggap (natatakang) sa mamamayan /o humihiling ng serbisyo (kung mayroon, ang stub ay nagpapakita ng pangalan ng tao at numero ng telepono).</i></p>	Wala	5 minuto	Klerk sa Pagtanggap Seksyon ng mga Talaan
	<p>2. Register in the log-book and thru existing system, the received letter/ memoranda and attach routing slip 2.1 Evaluate the letter to whom it will be assigned 2.2 Release the letter to appropriate personnel for proper action or for dissemination</p>		10 minutes	Receiving clerk Records Section
			5 minutes	Chief Records Section
	<p><i>2. Magrehistro sa</i></p>		10 minuto	Releasing Clerk Records Section Klerk sa



	<p><i>talaan at sa umiiral na sistema ang natanggap na sulat/memorandum at ikabit ang routing slip.</i></p> <p><i>2.1 Tukuyin kung kanino itatangi ang sulat.</i></p> <p><i>2.2 Ipalabas ang sulat sa angkop na tauhan para sa tamang aksyon o pagpapalaganap.</i></p>		5 minuto	<p><i>pagtanggap Seksyon ng mga Talaan</i></p> <p><i>Punong Kawani Seksyon ng mga Talaan</i></p> <p><i>Klerk sa Pagpapalabas Seksyon ng mga Talaan</i></p>
<p>ONLINE</p> <p>1. Send the request letter to official email address of City Treasurer's Office admin.cto@quezoncity.gov.ph</p>	<p>1. Print the emailed letter</p> <p>1.1. Acknowledge the email letter from taxpayer and provide control number of the request letter</p>	None	5 minutes	Receiving Clerk
<p>1. Ipadala ang sulat na hiling sa opisyal na email address ng Tanggapan ng Ingat Yaman ng Lungsod sa admin.cto@quezoncity.gov.ph.</p>	<p>1. I-print ang sulat na na-email</p> <p>1.1. Tumanggap ng kumpirmasyon sa email na sulat mula sa mamamayan at magbigay ng numero ng kontrol ng hiling na sulat</p>	Wala	5 minuto	Klerk sa pagtanggap
	<p>2. Register in the logbook and thru the existing system and attach routing slip</p> <p>2.1 Evaluate the letter to whom it will be assigned</p> <p>2.2 Release the letter to appropriate personnel for proper action or for dissemination</p>		10 minutes	Receiving clerk
	<p>2. Magrehistro sa talaan at sa umiiral na sistema at ikabit ang routing slip.</p> <p>2.1 Tukuyin kung kanino itatangi ang sulat.</p> <p>2.2 Ipalabas ang sulat sa angkop na tauhan para sa tamang aksyon o pagpapalaganap.</p>		5 minutes	<p>Chief Records Section</p> <p>Releasing Clerk Records Section</p>
			10 minuto	Klerk sa pagtanggap Seksyon ng mga Talaan
			5 minuto	<p>Punong Kawani Seksyon ng mga Talaan</p> <p>Klerk sa Pagpapalabas Seksyon ng mga Talaan</p>



		Total/ Kabuuhan	20 minutes 20 minuto	

**ONLINE APPLICATION/RENEWAL OF FIDELITY BOND
ONLINE PAGSUSUMITE/PAGPAPALIT NG FIDELITY BOND**

The application/renewal of fidelity bond is being processed online.

Ang aplikasyon/pagpaparenew ng fidelity bond ay isinasagawa online.

Office or Division:		Personnel Section-Administrative Division		
Classification:		Simple		
Type of Transaction:		G2G-Government to Government		
Who may avail:		All permanent employees of the City Treasurer's Office		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal Information Sheet		City Treasurer's Office		
2. Office Order		Self-provided		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements to the Personnel Section, Administrative Division	1. Encode Special Disbursing Officer (SDO) personal information and upload the same to the Online Fidelity Bonding System for the release of Computerized Form 27A.		5 minutes	Personnel Officer
<i>1. Isumite ang lahat ng mga kinakailangang dokumento sa Seksyon ng Personnel, Administrative Division.</i>	<i>1. I-encode ang personal na impormasyon ng SDO at i-upload ito sa Online Fidelity Bonding System para sa paglabas ng Computerized Form 27A.</i>		<i>5 minuto</i>	<i>Opisyal ng Personal</i>
2. Sign and notarize Computerized Form 27A and attach 2x2 picture.	2. Send BTr scan copy of the accomplished and notarized Fidelity Bond Application Form (FBAF) and other requirements via Bureau of Treasury (BTr) email.		5 minutes	Personnel Officer
<i>2. Lagdaan at pa-notaryuhin ang Computerized Form 27A at ikabit ang 2x2 larawan.</i>	<i>2. Ipadala ang scan kopya ng fully accomplished at notaryadong Fidelity Bond Application Form (FBAF) at iba</i>		<i>5 minuto</i>	<i>Opisyal ng Personal</i>



	<i>pang mga kinakailangang dokumento sa pamamagitan ng email ng BTr.</i>			
	2.1.BTr will send copy of Authority to Accept Payment (ATAP) <i>2. Ipadadala ng BTr ang kopya ng Otoridad sa Pagtanggap ng Bayad (ATAP).</i>		1 day 1 araw	Personnel Officer <i>Opisyal ng Personel</i>
	2.2 SDO will accomplish Landbank On-Collection Receipt and will post payment at the LBP over the counter. <i>2.2 Ang SDO ay gagawa ng Landbank On-Collection Receipt at magpapaskil ng pagbabayad sa Landbank sa counter.</i>		1 day 1 araw	Personnel Officer <i>Opisyal ng Personel</i>
	2.3 Upload copy of LBP On-Collection Receipt via BTR email <i>2.3 I-upload ang kopya ng LBP On-Collection Receipt sa pamamagitan ng email ng BTr.</i>		5 minutes 5 minuto	Personnel Officer <i>Opisyal ng Personel</i>
	2.4 BTr will issue Letter of Confirmation <i>2.4 Ipagbibigay ng BTr ng Liham ng Kumpirmasyon.</i>		1 day 1 araw	BTR Officer <i>Opisyal ng BTR</i>
	Total <i>Kabuuan</i>		3 days & 15 minutes 3 araw & 15 minuto	



FEEDBACK AND COMPLAINTS MECHANISM <i>Paraan ng Paghahatid ng Puna at Reklamo</i>	
<p>How to send feedback</p> <p><i>Paano Magpadala ng Feedback</i></p>	<p>Accomplish the survey form/feedback form at the designated drop box (transparent box) in front of the receiving area or desk of the Officer of the Day</p> <p><i>Gumamit ng form ng survey/feedback at ilagay ito sa nakatakdang drop box (transparent box) sa harap ng receiving area o mesa ng Opisyal ng Araw.</i></p>
<p>How feedbacks are processed</p> <p><i>Paano isinasagawa ang mga feedback.</i></p>	<p>Every Friday, the assigned personnel open the drop box and consolidate the survey or feedback form. Records all feedback/survey form submitted</p> <p>Feedback requiring response/answer is forwarded to the Records Section, Administrative Division, attach routing slip and specify the proper personnel/office for appropriate action within (3) days upon receipt of feedback form.</p> <p>Forwarded to the specified complainant/client the response of the relevant office/personnel For inquiries and follow-ups, clients may contact the Telephone number 8988-4242 local 8320</p> <p><i>Tuwing Biyernes, binubuksan ng itinalagang tauhan ang drop box at pinagsasama-sama ang mga survey o feedback form.</i> <i>Tinatala ang lahat ng feedback/survey form na isinumite.</i></p> <p><i>Ang mga feedback na nangangailangan ng tugon/kasagutan ay ipinapasa sa Seksyon ng Talaan, Pang-Administratibong Seksyon, isinasama ang slip sa pagpapadala at itinutukoy ang tamang tauhan/opisina para sa nararapat na aksyon sa loob ng (3) araw mula sa pagtanggap ng feedback form.</i></p> <p><i>Ipinaaabot sa itinakdang nagreklamo/kliente ang tugon ng kaugnay na opisina/pamumuno Para sa mga katanungan at pagsunod-sunod, maaaring makipag-ugnayan ang mga kliyente sa Telepono numero 8988-4242 lokal 8320</i></p>
<p>How to file a complaint</p> <p><i>Paano maghain ng reklamo</i></p>	<p>Complaints can be filed via email with the provided information such as name of personnel being complained, incident and evidence Email address: CTO@quezoncity.gov.ph</p> <p><i>Maaaring maghain ng mga reklamo sa pamamagitan ng email na may kasamang impormasyon tulad ng pangalan ng tauhang kinakasuhan, pangyayari, at ebidensya.</i> <i>Email address: CTO@quezoncity.gov.ph</i></p>
<p>How complaints are</p>	<p>The Acting Asst. City Treasurer for Administration</p>



<p>processed</p> <p><i>Paano isinasagawa ang pagproseso ng mga reklamo</i></p>	<p>opens the email on a daily basis and evaluate each complaint</p> <p>Upon evaluation, the Acting Asst. City Treasurer for Administration shall start the investigation and forward the complaint to the relevant office/personnel for their explanation</p> <p>The Acting Asst. City Treasurer for Administration shall prepare a report after the investigation and shall submit it to the City Treasurer for appropriate action.</p> <p>The Acting Asst. City Treasurer for Administration will provide response to the client/complainant.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: 8988-4242 local 8319</p> <p><i>Ang Acting Assistant City Treasurer for Administration ay bumubukas ng email araw-araw at sinusuri ang bawat reklamo.</i></p> <p><i>Matapos ang pagsusuri, sisimulan ng Acting Assistant City Treasurer for Administration ang imbestigasyon at ipapasa ang reklamo sa kaukulang opisina/personnel para sa kanilang paliwanag.</i></p> <p><i>Matapos ang imbestigasyon, ihahanda ng Acting Assistant City Treasurer for Administration ang isang ulat at isusumite ito sa City Treasurer para sa nararapat na aksyon.</i></p> <p><i>Magbibigay ng tugon ang Acting Assistant City Treasurer for Administration sa kliyente/nagreklamo.</i></p> <p><i>Para sa mga katanungan at pagsunod-sunod, maaaring makipag-ugnayan ang mga kliyente sa sumusunod na numero ng telepono: 8988-4242 lokal 8319</i></p>
<p>Contact Information of ARTA, PCC, CCB</p> <p><i>Impormasyon sa Pakikipag-ugnayan sa ARTA, PCC, CCB</i></p>	<p>ARTA: complaints@arta.gov.ph 8478 5093</p> <p>PCC: 8888</p> <p>CCB: 0908-881-6565 (SMS)</p>