



**GROSS RECEIPTS/SALES  
DECLARATION**

We/I hereby declare, under pain of perjury, as a requirement for application/renewal of Business Permits and License in accordance with the Quezon City Revenue Code, as amended, thus :

Taxpayer : \_\_\_\_\_

Address: \_\_\_\_\_

- Partnership  Corporation  
 Single Proprietorship  Cooperative

Applied by:  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

KIND/NATURE OF BUSINESS	AREA (In Sq. Meters)	MAYOR'S/BUSINESS PERMIT NO.	GROSS SALES/RECEIPTS	
			2023	2024

SUMMARY OF SALES PER VAT/PERCENTAGE TAX RETURN /QUARTERLY INCOME TAX RETURNS	
1 <sup>st</sup> Quarter	
2 <sup>nd</sup> Quarter	
3 <sup>rd</sup> Quarter	
October	
November	
December	
<b>TOTAL</b>	

**CHECK LIST OF ORIGINAL DOCUMENTS TO BE PRESENTED FOR EVALUATION**

2024 Mayor's Permit w/ Tax Payment Receipt

2024 Certified Breakdown of Sales from other line of business or branches, if any. Other LGUs Mayor's Permit

2024 VAT Returns/ Percentage Tax Returns/ITRs whichever is applicable

2023 ITRs & Audited Financial Statements

**DO NOT WRITE HERE. FOR EVALUATOR'S USE ONLY.**

TAX YEAR	NATURE OF BUSINESS	GROSS SALES/RECEIPTS	REMARKS/FINDINGS

EVALUATED BY: \_\_\_\_\_  
( Signature Over Printed Name )

Date: \_\_\_\_\_

**Business Tax Assessment 2025**

#WeServeWithJoy

QCG.CTO.EID.F.01



**GROSS RECEIPTS/SALES  
DECLARATION**

We/I hereby declare, under pain of perjury, as a requirement for application/renewal of Business Permits and License in accordance with the Quezon City Revenue Code, as amended, thus :

Taxpayer : \_\_\_\_\_

Address: \_\_\_\_\_

- Partnership  Corporation  
 Single Proprietorship  Cooperative

Applied by:  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

KIND/NATURE OF BUSINESS	AREA (In Sq. Meters)	MAYOR'S/BUSINESS PERMITNO.	GROSS SALES/RECEIPTS	
			2023	2024

SUMMARY OF SALES PER VAT/PERCENTAGE TAX RETURN /QUARTERLY INCOME TAX RETURNS	
1 <sup>st</sup> Quarter	
2 <sup>nd</sup> Quarter	
3 <sup>rd</sup> Quarter	
October	
November	
December	
<b>TOTAL</b>	

**CHECKLIST OF ORIGINAL DOCUMENTS TO BE PRESENTED FOR EVALUATION**

2024 Mayor's Permit w/ Tax Payment Receipt

2024 Certified Breakdown of Sales from other line of business or branches, if any. Other LGUs Mayor's Permit

2024 VAT Returns/ Percentage Tax Returns/ITRs whichever is applicable

2023 ITRs & Audited Financial Statements

**DO NOT WRITE HERE. FOR EVALUATOR'S USE ONLY.**

TAX YEAR	NATURE OF BUSINESS	GROSS SALES/RECEIPTS	REMARKS/FINDINGS

EVALUATED BY: \_\_\_\_\_  
( Signature Over Printed Name )

Date: \_\_\_\_\_

**Business Tax Assessment 2025**

#WeServeWithJoy

QCG.CTO.EID.F.01