

4. SERVICE NAME: SECURING FOR CERTIFICATE OF WITHHOLDING TAXES

Description of the Service: Withholding taxes are amounts deducted by the LGU, as an authorized withholding agent from its suppliers, contractors and the like as their advance payment for income received, the same is remitted to the BIR monthly.

Office or Divisions:	OFFICE OF THE CITY ACCOUNTANT			
Classification:	SIMPLE			
Type of Transactions:	G to C, G to B			
Who may avail:	Business Owners & Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request in written/verbally 		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach anybody from the Accounting Office.	1. Check record.	None	5 minutes / transaction	Arlene Maddara – Admin Aide IV
	2. Encode/ Print.		15 minutes / transaction	Corazon L. Silva – Supervising Admin Officer Mercedes R. Bulan – Admin. Officer IV
	3. Submit to City Treasurer's Office for verification and signature of the City Treasurer.		5 minutes / transaction	Corazon L. Silva – Supervising Admin. Officer Mercedes R. Bulan – Admin. Officer IV
TOTAL:			25 minutes	