



Internal/External

4. SERVICENAME: SECURING FOR CERTIFICATE OF WITHOLDING 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.

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|-----------------------------|-------------------------------|
| Office or Division: | OFFICE OF THE CITY ACCOUNTANT |
| Classification: | SIMPLE |
| Type of Transaction: | G to C, G to B |
| Who may avail: | Business Owners & Employees |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|----------------------|------------------------|--------------------------|--|
| 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 M. Natividad – Admin. Aide IV |
| | 2. Encode/ Print. | | 15 minutes / transaction | Corazon L. Silva – Supervising Admin. Officer Mercedes R. Bulan – Admin. Officer IV |



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|--|---|--------------|--------------------------------|--|
| | 3. Affix City Accountant's signature | | 2 minutes / transaction | Kevin Richard A. Agtarap – Concurrent City Accountant |
| | | TOTAL | 22 minutes | |