



**Internal/External**

**17. SERVICENAME: ISSUANCE OF TAX CLEARANCE CERTIFICATE**

**Description of the Service:** The **Issuance of a Tax Clearance Certificate (TCC)** is a service provided by the tax authority to certify that an individual or business entity has fully complied with their tax obligations for a specified period. This certificate serves as official confirmation that all due taxes, filings, and payments have been settled and that there are no outstanding tax liabilities.

<b>Office or Division:</b>	CITY TREASURER'S OFFICE
<b>Classification:</b>	SIMPLE
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Tax Bill	1. City Treasurer's Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 6 for verification and computation of Real Property Tax.	1. Receive the required documents and check for completeness.  1.1 Verify and compute the Real Property Tax.	None	3 minutes	Mike Jordan P. Yasto RCC II  Collins Balmaceda Admin Aide I



<p>2. Prepare and pay the amount indicated in the Real Property Tax Bill.</p> <p>2.1 Pay the corresponding fee for Tax Clearance Certificate.</p>	<p>2. Collect the amount indicated in the Real Property Tax Bill.</p> <p>2.1 Issue the Official Receipt.</p>	<p>P 80.00</p>	<p>2 minutes</p>	<p>Mike Jordan P. Yasto RCC II</p> <p>Collins Balmaceda Admin Aide I</p>
<p>3. Present the Official Receipt requesting for Tax Clearance Certificate</p>	<p>3. Print and prepare the Tax Clearance Certificate.</p>	<p>None</p>	<p>2 minutes</p>	<p>Mike Jordan P. Yasto RCC II</p> <p>Collins Balmaceda Admin Aide I City Treasurer's Office</p>
<p>TOTAL</p>			<p>7 minutes</p>	