



Internal/External

2.SERVICENAME: COLLECTION OF BUSINESS TAXES

Description of the Service: Business tax refers to the tax that businesses must pay as a normal part of business operations. Whether you are a sole proprietor, partner, part of a limited liability company, or a corporation, your business is responsible for adhering to tax regulations.

Office or Division:	CITY TREASURER'S OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All owner or administrator of the business.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unified Application Form from Business Permits and Licensing Office. 2. Community Tax Certificate (Cedula)		1. Business Permits and Licensing Office. 2. City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill out the application sheet at the counter and present accomplished form. 1.1 Present proof of income as per assessments for business establishments.	1. Validates the form and compute payment for the Community Tax Certificate.	None	1 minute	Ricardo A. Agtarap Administrative Officer V Precious Joy Balmaceda Admin Aide I
2. Pay the required amount as per computed/assessed value.	2. Prepare the Community Tax Certificate.	Based on Gross Receipt or Earnings from Business during the preceding year.	1 minute	Ricardo A. Agtarap Administrative Officer V Precious Joy Balmaceda Admin Aide I
3. Present duly accomplished application form issued by BPLO to the recommending official for assessment. 3.1 Also, present the paid Community Tax Certificate (Cedula) for business establishment.	3. Receive the required documents and check for completeness. 3.1 Verify and approve the Tax Assessment of Business	None	3 minutes	Lawrence C. Balmaceda City Treasurer



	Tax and Fees.			
4. Prepare and pay the amount indicated in the approved tax assessment.	4. Receive and Collect the amount indicated in the approved tax assessment. 4.1 Issue the Official Receipt.	Based on Tax Assessment	1 minute	Ricardo A. Agtarap Administrative Officer V Precious Joy Balmaceda Admin Aide I
5. Proceed to BPLO releasing counter and present Official Receipt together with documentary requirements for the issuance of Business Permit and License.	5. Assist and instruct the client to the releasing counter.	None	1 minute	Ricardo A. Agtarap Administrative Officer V Precious Joy Balmaceda Admin Aide I
TOTAL			7 minutes	