Internal/External

3. SERVICENAME: ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

Description of the Service: A Community Tax Certificate (CTC) is a form of identification issued by the cities and municipalities to all individuals that have reached the age of 18 years old. CTC is a proof that an individual is a resident of the city/Municipality and that he/she paid the necessary dues arising from income derived from business, exercise of profession, and/or ownership of real properties in the area. It is paid during the beginning of the year at the City Treasurer's Office.

Office or Division:	CITY TREASURER'S OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C-Government to Client
Who may avail:	Public (18 years old and above)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Information Sheet (Inclusive of complete name, complete address, date and place of birth, civil status) 2. For employed, proof of income (Form W2) 3.For business, appropriate proof of income and/or assessment	1. 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 for employed individuals based on compensation or as per assessments for business establishments based on declared Gross Receipts.	1. Validate the form and compute payment for the Community Tax Certificate.	None	1 minute	Ma. Rowena S. Curampez Admin Aide I
2. Pay the required amount as per computed/assessed value.	2. Prepare the Community Tax Certificate.	**COMMUNITY TAX CERTIFICATE-INDIVIDUAL** BASIC COMMUNITY TAX – P 5.00 ADDITIONAL COMMUNITY TAX – not to exceed P 5,000.00 -Gross Receipt or Earnings from Business during the preceding year	1 minute	Ma. Rowena S. Curampez Admin Aide I

		P 1.00 for every P 1,000.00 -Salaries or Gross Receipt or Earnings derived from exercise of Profession – P 1.00 for every P 1,000.00 -Income from Real Property – P 1.00 for every P 1,000.00 **COMMUNITY TAX CERTIFICATE – CORPORATION** BASIC COMMUNITY TAX – P 500.00 ADDITIONAL COMMUNITY TAX – Not to exceed P 10,000.00 -Assessed Value of Real Property owned in the Philippines. P2.00 for every P5, 000.00 -GROSS RECEIPTS		

		including dividend earnings derived from business in the Philippines during the preceding year P2.00 for every P5, 000.00		
3. Have the individual affix his/her signature and thumb mark at the CTC prior to release	3. Make sure that the triplicate CTC were signed and thumb marked and have it released		1 munite	Ma. Rowena S. Curampez Admin Aide I
	TOTAL		3 minutes	