

4. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CTC/CEDULA)

It is the duty and responsibility of the City Treasury Department to compute the Community Tax of the Corporations Single Proprietors and Individuals.

Office or Division:	City Treasury Department			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Corporations, Single Proprietors, and Individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Annual Gross Income based on VAT Returns and/or percentage tax returns encoded by BPLO (Single Proprietor and Corporation)		Business Permit & Licensing Office		
Personal Data Form duly accomplished by the Taxpayer (Individual)		City Treasury Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.) For Individual, fill-out the provided Personal Data Form and secure Transaction Ticket from the Guard-on-duty.</p> <p>For Sole Proprietor / Corporation, secure Tax Order of Payment (TOP) from BPLO and Transaction Ticket from the Guard-on-Duty.</p> <p>Wait for queue number to be called.</p>	Guard-on-duty issues Transaction Ticket.	None	30 seconds	Guard-on-Duty
<p>2.) Proceed to designated window flashed on the screen and submit the filled-out Personal Data Form/Order of Payment.</p>	Collecting Officer verifies submitted document/s. For individual, Collecting Officer also computes for tax due.	None	<p>5 minutes (individual)</p> <p>2 ½ minutes (Sole Proprietor, Corporation)</p>	Collecting Officer

3.) Pay the Community Tax Certificate including penalties, if any, to assigned collector. For Individual, Affix the signature and/or thumb mark in 3 copies and accept computerized CTC.	Collecting Officer receives payment.	Computed Tax Due	2 ½ minutes	Collecting Officer
	Collecting Officer issues Community Tax Certificate	None	1 minute	Collecting Officer
-End of Transaction-				
1.) For incapacitated individuals, submit Letter of Request and Proof of Incapacity to avail of home service.	CTD Personnel-in-Charge receives and verifies submitted documents.	None	2 ½ minutes	CTD Personnel-in-Charge
2.) Provide transportation service to CTD Personnel-in-Charge	CTD Personnel-in-Charge will be accompanied by the requesting client.	None	Up to 20 minutes	CTD Personnel-in-Charge
3.) Pay the Community Tax Certificate and affix the signature and/or thumb mark in 3 copies of the Cedula/CTC.	CTD Personnel-in-Charge receives payment.	Computed Tax Due	2 ½ minutes	CTD Personnel-in-Charge
	CTD Personnel-in-Charge issues Community Tax Certificate (CTC/Cedula)	None	1 minute	CTD Personnel-in-Charge
-End of Transaction-				