

7. PROFESSIONAL TAX

All professionals engaged in the exercise or practice of their profession is required to pay tax herein imposed.

Office or Division:	City Treasury Department			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Registered Professional			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Identification Card (ID) issued by the Professional Regulatory Commission (PRC), Board Rating if PRC ID still not available. 		Professional Regulatory Commission (PRC)		
<ul style="list-style-type: none"> • For Insurance Agents, License Certificate 		Department of Finance – Insurance Commission		
<ul style="list-style-type: none"> • For Lawyers, Certificate of Membership 		Integrated Bar of the Philippines		
<ul style="list-style-type: none"> • Previous Year Official Receipt (for renewal) 		City Treasury Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Secure Transaction Ticket and wait for queue number to be called.	Guard-on-duty issues Transaction Ticket.	None	30 seconds	Guard-on-Duty
2.) Proceed to designated window flashed on the screen and present ID issued by the Profession Regulatory Commission (PRC) and previous Official Receipt for renewal.	Collecting Officer verifies PRC ID and previous Official Receipt or previously paid PTR in the system.	None	2 ½ minutes	Collecting Officer
3.) Pay the Professional Tax including penalties and interest if any to assigned collector and accept Official Receipt.	Collecting Officer receives payment.	Computed Tax Due	2 ½ minutes	Collecting Officer
	Collecting Officer issues Official Receipt	None	30 seconds	Collecting Officer
-End of Transaction-				