

1. Service Name: Issuance of BIR Withholding and Final Tax Certificates, PAG-IBIG, PHILHEALTH, GSIS

Service Information: The Accounting Office is in charge in the deduction of all taxes withheld in the Disbursement vouchers including remittance to the government and issuance of BIR Certificates to Suppliers and Employees.

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| Office or Division: | Accounting Office/Department | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to citizen | | | |
| Who may avail: | Employee of the City Government of San Juan/ Suppliers of Goods and Services | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| - Photocopy of Disbursement Voucher not yet forwarded to Accounting Department | | | | |
| - TIN and Address of the Supplier | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for BIR Form/s (2306/2307 for suppliers), (2316 for employees); PAG-IBIG; GSIS; PHILHEALTH Certificates. Submit the necessary requirements | 1. Prepare the BIR Form, PAG-IBIG, GSIS, PHILHEALTH Certificates requested by the client. | None | 10 minutes | Personnel in charge |
| | 2. Endorse the requested document/s to the City Accountant/ Assistant City Accountant/ Accountant IV for the Signature and Approval. | None | 15 minutes | Personnel in charge |
| 3. Receipt of the document | 3. Issue to the client/s the requested document | None | 5 minutes | Personnel in charge |

END OF TRANSACTION; Transaction time: 30 Minutes