

## 8. OTHER FEES AND CHARGES

<b>Office or Division:</b>	City Treasury Department			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Citizen issued order of payment from other offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
a.) Order of Payment from Concerned Offices		City Government of San Juan		
b.) Community Tax Certificate (CTC/Cedula)		City Treasury Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Order of Payment from concerned offices.  For Police Clearance and Occupational Tax Receipt, present Community Tax Certificate (CEDULA) for the current year.	Collecting Officer verifies Order of Payment.  For Police Clearance and Occupational Tax Receipt, collecting officer verifies Community Tax Certificate (CEDULA).	Fees indicated on the Order of Payment	2 ½ minutes	Collecting Officer
3.) Pay the amount due 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-				