

### 3. PAYMENT OF BUSINESS TAX

The City Treasury Department accepts payments of business tax from business establishments operating within the city.

<b>Office or Division:</b>	City Treasury Department – License Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Owners of Business Establishments and Contractors doing business within the City.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Tax Order of Payment (TOP)		Business Permit & Licensing Office (BPLO)		
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 the Order of Payment from Business Permit and Licensing Office (BPLO).	Collecting Officer verifies submitted document/s.	None	2 ½ minutes (single transaction) 7 – 12 minutes (multiple transaction)	Collecting Officer
3.) Pay the Business Tax including interest and penalties, if any to assigned collector and accept Official Receipt.	Collecting Officer receives payment.	Tax Due per TOP	2 ½ minutes (single transaction) 7 – 12 minutes (multiple transaction)	Collecting Officer
	Collecting Officer issues Official Receipt.	None	1 minute	Collecting Officer
-End of Transaction-				