

6. RETIREMENT OF BUSINESS LICENSE

Owners of Business Establishments in the City who ceased from their operation are required to file for Business Retirement and to settle their Business Tax and other fees with City Treasury Department.

Office or Division:	City Treasury Department – License Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Owners of Closing/Closed Business Establishments in the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a.) Duly accomplished Business Retirement Form (Notarized)	City Treasury Department			
b.) Original Latest Official Receipt	City Treasury Department			
c.) Original Business Permit	Business Permit & Licensing Office (BPLO)			
d.) Quarterly VAT or ITR – Last three (3) years of operation	BIR			
e.) Secretary’s Certificate or Board Resolution of Closing Business (for Corporation)	Closing Business			
f.) Notarized Affidavit of Sales (with breakdown for multiple lines/branches)	Closing Business			
g.) Tax Clearance (Real Estate Division-City Treasury Department) or	City Treasury Department – Real Property Division			
h.) Certificate of No Property	City Assessor’s Office			
i.) Sketch Location or Building Administration Certificate	Closing Business			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Verify status of business account.	CTD Personnel-in-charge verifies the status of business account in the system.	None	5 minutes	CTD Personnel-in-charge
2.) Secure retirement application form and checklist of requirements upon verification of business account existence.	CTD Personnel-in-charge issues application form to the client.	None	2 minutes	CTD Personnel-in-charge
3.) Submit all requirements to assigned personnel for evaluation of documents, subject for inspection.	CTD Personnel-in-charge verifies the submitted documents.	None	5 minutes	CTD Personnel-in-charge

4.) Follow-up after submission of complete requirements.	CTD Personnel-in-charge inspects the place of business.	None	3 working days	CTD Personnel-in-charge
5.) Proceed to the assigned personnel for the computation of payment and issuance of Tax Order of Payment	CTD Personnel-in-charge computes for Tax Due.	None	2 minutes	CTD Personnel-in-charge
	CTD Personnel-in-charge issues Tax Order of Payment.	None	1 minute	CTD Personnel-in-charge
6.) Secure transaction ticket and wait for queue number to be called.	Guard-on-Duty issues Transaction Ticket	None	30 seconds	Guard-on-Duty
7.) Proceed to designated counter flashed on the screen and present the order of payment.	Collecting Officer verifies document presented.	None	1 minute	Collecting Officer
8.) Pay business tax including penalties and interest if any to the assigned collector and accept Official Receipt.	Collecting Officer receives payment.	Computed Tax Due	2 ½ minutes	Collecting Officer
	Collecting Officer issues Official Receipt.	None	1 minute	Collecting Officer
9.) Show the Official Receipt to the Personnel-in-Charge and claim Retirement Certificate	CTD Personnel-in-charge receives Official Receipt	None	30 seconds	CTD Personnel-in-charge
	CTD Personnel-in-charge prepares Retirement Certificate and have it signed by the Division Chief	None	8 ½ minutes	CTD Personnel-in-charge
	CTD Personnel-in-charge issues Retirement Certificate	None	1 minute	CTD Personnel-in-charge

-End of Transaction-