



8. COMPUTATION OF MISCELLANEOUS FEES

Office or Division:	OFFICE OF THE MUNICIPAL TREASURER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Billing / Statement of Account		To be secured by the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Billing or Statement of Account	Evaluates the Billing of Statement of Account presented	none	1 minute	Revenue Collector
2. Pays necessary fees to the Municipal Treasurer's Office	Receives payment and issues official receipt	Based on Local Code Tax	2 minutes	Revenue Collector
3. Receives the computed miscellaneous fee	-end of transaction-			
TOTAL		Based on Local Tax Code	3 minutes	