



## 10. SECURING COMMUNITY TAX CERTIFICATE

<b>Office or Division:</b>	OFFICE OF THE MUNICIPAL TREASURER			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Previous Community Tax Certificate		To be provided by the client		
Accomplished Personal Data Sheet		To be prepared by the client		
Identification (ID) Card		To be prepared by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishes required form and presents the requirements	Validates submitted requirements	none	5 minutes	Revenue Collector
2. Pays necessary fees to the Municipal Treasurer's Office	Receives/collects payment and issues official receipt	a. Individual Basic Tax - P5.00 and additional P1.00 for every P1,00.00 of Gross Income, but don't exceed P 5,000.00 b. Juridical Persons/Corporations Basic Tax - P500.00 and additional P 2.00 for every P5,000.00 of Gross Income, but don't exceed P 10,000.00	3 minutes	Revenue Collector
	Signs/approves the Community Tax Certificate	None	5 minutes	Gil L. Gallamoza Municipal Treasurer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Issues/releases the Community Tax Certificate	none	2 minutes	Revenue Collector
3. Receives the Community Tax Certificate	-end of transaction-			
	<b>TOTAL</b>	<b>a. Individual Basic Tax - P5.00 and additional P1.00 for every P1,00.00 of Gross Income, but don't exceed P 5,000.00</b>  <b>b. Juridical Persons/Corporations Basic Tax - P500.00 and additional P 2.00 for every P5,000.00 of Gross Income, but don't exceed P 10,000.00</b>	<b>15 minutes</b>	