

### 3. Issuance of Community Tax Certificate

Every Filipino citizen and alien citizenship holder, eighteen (18) years and above and those engaged in business or occupation must pay Community Tax.

<b>Office/Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Form Slip (Original)		Treasury Office, Window 1, 2, 3, 4 and 5		
Fees: Php5.00 (plus 2% surcharge/month for late payment) for unemployed individual.		Taxpayer		
- Computation depends on Annual Income of working individual and the Annual Gross Income for business owner.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and fill-up the form slip	1. Get the form slip and write the information of client in the Community Tax Certificate	None	3 Minutes	<i>Collection Staff</i> Window 1, 2, 3,4, or 5 Treasury Office
2. Affix signature and thumb mark	2. Present the accomplished Certificate to the client and make him/her affix his/her signature and thumb mark	PHP5	2 Minutes	<i>Collection Staff</i> Window 1, 2, 3,4, or 5 Treasury Office

3. Pay tax due and claim Community Tax Certificate	3. Receive the payment and issue the Community Tax Certificate	None	2 Minutes	<i>Collection Staff</i> Window 1, 2, 3,4, or 5 Treasury Office
<b>TOTAL:</b>		PHP5	7 Minutes	

(Issuance of Community Tax Certificate) is covered under the Revised Revenue Code of the Municipality of Tanza.