



6. Payment of Market Stall Fee

All stall owners are required to pay their monthly rentals. 25% surcharge is imposed to delinquent stall owners.

Office/Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	All stall owners in the Public Market of Tanza			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Old Receipt (1 Original or Photocopy)		Stall Owner		
Payment – computation depends on their owned stall		Stall Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the old receipt for verification	1. Get and verify the presented old receipt	None	2 Minutes	<i>Collection Staff Market</i>
2. Pay tax due and claim official receipt	2. Receive the payment and issue Official Receipt	Amount depends on the computation of their stall	3 Minutes	<i>Collection Staff Market</i>
TOTAL:		PHP400 Wet Section	5 Minutes	

(Payment of Market Stall Fee) is covered under the Revised Revenue Code of the Municipality of Tanza.