



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.

Office/Division:		Municipal Treasury Office		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	Collection Staff 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	Collection Staff 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	Collection Staff Window 1, 2, 3,4, or 5 Treasury Office
TOTAL:		PHP5	7 Minutes	

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