



5. Payment of Business License

All business enterprises are required to pay due taxes before the start of operations. Payment depends on gross sales and capitalization; and may be paid annually, semi-annually or quarterly as scheduled. Deadline of payment for annual business permit is on January 20 while payment on quarterly basis is due on the first 20 days of each quarter.

Office/Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen			
Who may avail:	All taxpayers with business in the Municipality of Tanza.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment (Original)		Business Permit and Licensing Office		
Payment – depends on Annual Gross Sales (existing business) or Capitalization (New Business)		Taxpayer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment	1. Get and check the Order of Payment	None	1 Minutes	Collection Staff Window 5 One Stop Shop
2. Pay tax due and claim official receipt	2. Receive the payment and issue Official Receipt	Amount indicated in the Order of Payment	3 Minutes	Collection Staff Window 5 One Stop Shop
TOTAL:		PHP2500	4 Minutes	

(Payment of Business License) is qualified for multi-stage processing, and covered under Revised Revenue Code of the Municipality of Tanza.