**7.2. Issuance of a Community Tax Certificate**

ABOUT THE SERVICE: A CTC is one requirements needed during transactions in most government and private establishments. It is a proof that an individual is a resident of the Municipality and that he/she is paying the necessary dues of his total income for the year.

CLIENT GROUPS:

Individuals/corporations

REQUIREMENTS: None

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

* Basic community tax- P5.00
* Additional community tax computed at P1.00 for every P1,000.00 of the earnings from business, salaries or earnings from exercise of profession and income from real property

TOTAL PROCESSING TIME: 9 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Approach the RCC on the Municipal Treasurer’s Office and answer questions about personal data | Computes the amount to be paid based on the information submitted | 5 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |
| 2. Affix your signature and thumbmark on three copies of the CTC. | Revenue collector signs for the treasurer | 1 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |
| 3. Pay the amount computed by and receive the Community Tax Certificate | Issues the CTC | 3 minutes | Janeth C. Escototo  Carlo B. Marcaida  Melody T. CApellan |