



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER





**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES





1. ASSESSMENT OF BUSINESS TAX AND OTHER FEES

To determine the nature and condition of a business as reference for the license and permit fees and proportionate value that is subject to tax

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit Application Form (2 copies) Transmittal Letter 2. Approved Verification of Documents Form from BPLO		BPLO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the accomplished Mayor's Permit Application Form to the Assessment Clerk	Compute the Business Tax & other fees	None	10 minutes	Assessment Officer
2. Client waits while the Mayor's Permit Form is evaluated	Assessment Clerk must evaluate if all documents and signatories are complied	None	10 minutes	Assessment Officer
	Assessment Clerk Present the Assessment Form to the Municipal Treasurer for Approval			Municipal Treasurer
3. Receives the Approved Assessment Form	Instruct the client to pay the Business Tax	None	5 minutes	Assessment Officer
TOTAL:		None	25 minutes	