



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





ACCOUNTING OFFICE

ADMINISTRATIVE SERVICES



2. ISSUANCE OF CERTIFICATE OF INCOME TAX WITHHELD FROM EMPLOYEES

Government employees' income taxes are withheld pursuant to the National Internal Revenue Code. The Certificate of Compensation Payment/Tax withheld is annually given to show proof that tax due to employees had been paid.



Office or Division:	ACCOUNTING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		ACCOUNTING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Register in the logbook and state your request.		None	3 mins	Marisol Sibanta - AO III
B. Wait while the requested documents being prepared by the employee in-charge.	Prepares the requested document.		5 mins	Marisol Sibanta - AO III
	Signs the prepared document		1 min	
C. Receive the document requested.	Releases the requested document		1 min	Treasurer's Office Staff
TOTAL:		None	10 minutes	