



MUNICIPALITY OF TUBIGON

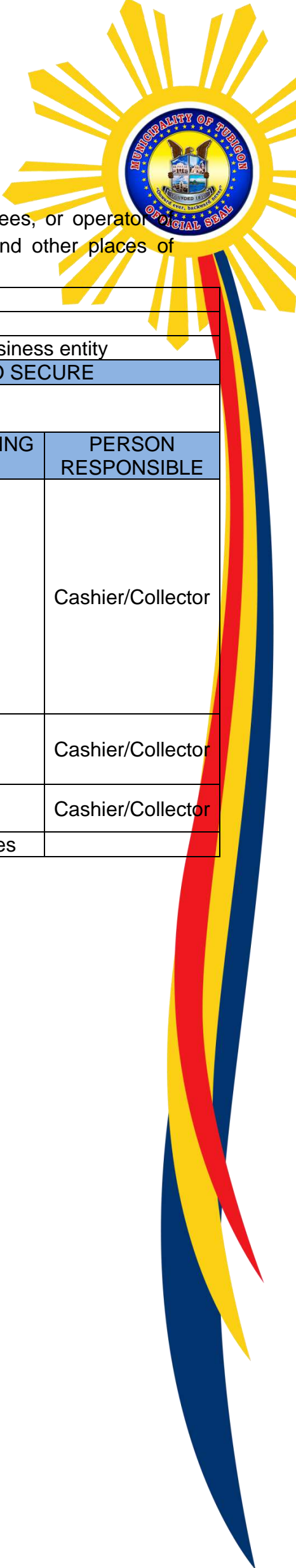
CITIZEN'S CHARTER





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





9. PAYMENT OF AMUSEMENT TAXES

Receive payment of Amusement Tax from Proprietors, lessees, or operators of theaters, cinemas, concert halls, circuses, boxing stadia, and other places of amusement such as night clubs, cockpits & the like.

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		BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier for amusement tax computation	Ask for Gross Receipts from the admission fees and compute the amusement tax based on the provided rate (10% of gross receipts) and inform client the tax due	not more than ten percent (10%) of the gross receipts from the admission's fees	5 mins.	Cashier/Collector
2. Pay the tax due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 min.	Cashier/Collector
TOTAL:		None	15 minutes	