



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**

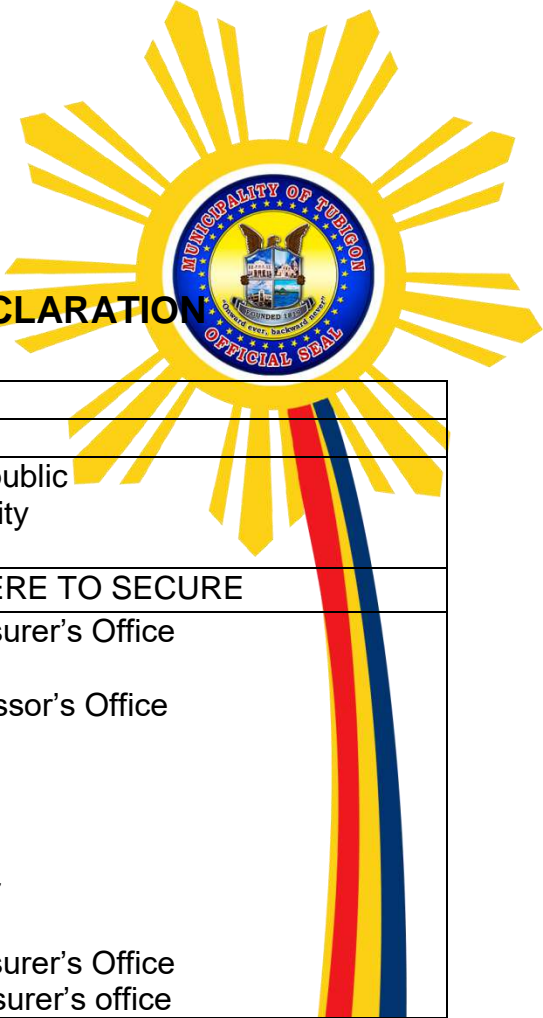




# **ASSESSOR'S OFFICE**

## ADMINISTRATIVE SERVICES





6. REQUEST FOR THE REVISION OF OLD TAX DECLARATION

Office or Division:	Municipal Assessor's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government Service to transacting public G2B – Government Service to business entity G2C – Government Service to government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Tax clearance and/or current tax receipts - 1 copy 2. Request form signed by the owner or his/her representative duly endorsed by the Municipal Assessor to the Provincial Assessor for approval if signed by a representative a special power of attorney is required – 2 copies 3. Original owner's copy of the old tax declaration 4. Assessor's fee 5. Verification fee		1. Municipal Treasurer's Office 2. Municipal Assessor's Office  3. From the owner  4. Municipal Treasurer's Office 5. Provincial Treasurer's office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1	Request for the revision of old tax declarations	Verifies the record if it was not being revised. In case there is no record, advise the client to verify it to the Provincial Assessor's Office		20 min.	Assessor's Staff
2	Wait	Advise the client to pay the verification fee		15 min.	Assessor's Staff
2	Pay the verification fee at the Municipal Treasurer's Office	While waiting the OR, the staff starts the revision of the old tax declaration	30.00	5 min.	Assessor's Staff
3	Present the OR to the staff and after presenting is the waiting time	Prepares the revised tax declaration and put initial signature		20 min.	Assessor's Staff
4	Wait	Signs the jurat portion and recommendation for approval		1 min.	Municipal Assessor





5	Wait and needs to follow-up until the TD be approved by the Provincial Assessor	Informs the client that the prepared tax declaration be  Signed by the Provincial Assessor for approval	50.00 to be paid at the Prov'l. Treasurer	3 to 15 days since submission to the Prov'l. Assessor's Office	Provincial Assessor
6	Wait for the computation of the assessed value and upon instruction of the staff pay the realty tax at the Municipal Treasurer's Office	Once approved compute the realty tax up to the current year & inform the client to pay the realty tax at MTO		20 min.	Treasurer's Staff
7	Received the revised old tax declaration	Released the revised old tax declaration		1 min.	Assessor's Staff
		TOTAL	80.00	82 minutes	

Note: 40 minutes serving time per tax declaration and it may be extended if two or more tax declarations are being prepared. Duration: 40 minutes for the preparation process and a total of 82 minutes until the approved revised tax declaration excluding the Provincial Assessor's Office processing time.

