



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





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





3. PAYMENT OF BUSINESS TAX AND OTHER FEES (EXISTING BUSINESS)

Receive payment of business tax and other fees from persons who establish, operate, conduct or maintain their respective business within the municipality.

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. Original Receipt of Previous Payment (if available)		FROM CLIENT		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Previous OR (if available) if none, inform the Cashier the Registered Business Name	Receive the OR (if available) if none, retrieved from Computer's Database and Business Ledger	Depending on the Tax Dues	5 minutes	Cashier/Collectors
2. Wait	Present to the client his/her tax dues and issue OR		5 minutes	Cashier/Collectors
3. Receive Official Receipt	Release the Official Receipt and Record the Payment in the Business Ledger		5 minutes	Cashier/Collectors
TOTAL:		None	15 minutes	