



MUNICIPALITY OF TUBIGON

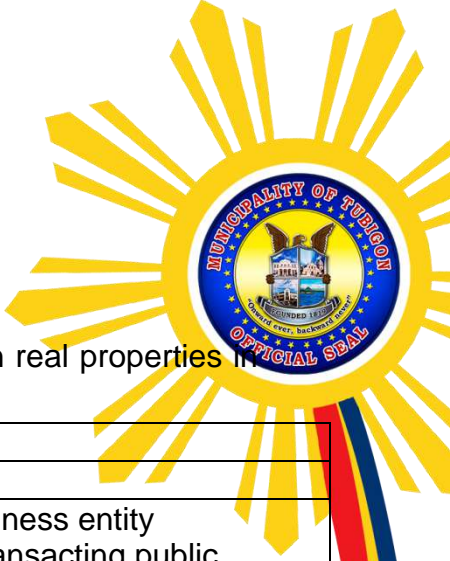
**CITIZEN'S
CHARTER**





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





4. PAYMENT OF REAL PROPERTY TAX

Receive payment of Real Property Tax from persons who own real properties in the Municipality of Tubigon

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration (if available) 2. Previous Tax Receipt (if available) 3. Notice of Assessment from the Municipal Assessor - for newly assessed property		FROM CLIENT AND FROM ASSESSOR'S OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Previous Official Receipt if available	Ask for the previous official receipt, if it is not available ask the name of the declared owner and tax declaration number, if the client doesn't know his/her tax declaration number, instruct the client to proceed to the assessor's office for Tax Declaration Number	Depending on the Tax Dues	3-15 minutes	RPT Cashier/Collectors
2. Client waits while the Cashier determines his/her tax due based on ETRACS	Cashier informs the client his/her tax due based on ETRACS		5 minutes	RPT Cashier/Collectors
3. Client pays tax due and receive official receipt	Accept payment and issue official receipt		5 minutes	RPT Cashier/Collectors
TOTAL:		None	25 minutes	