

CITY TREASURER'S OFFICE

OFFICE DIVISION:	CITY TREASURER'S OFFICE
SERVICE DESCRIPTION	
Service Provided:	COMMUNITY TAX CERTIFICATE (CEDULA)
Simple, Complex, or Highly Technical	Simple
Internal or External	External
Who may avail of Service	Every resident of the City of Taguig, eighteen (18) years of age or over, who has been regularly employed on a wage or salary basis, or who is engaged in business or occupation, or who owns real property whose assessed value is One Thousand Pesos (P1,000.00) or more, or who is required by law to file an income tax return shall pay an annual community tax.

CITIZEN'S CHARTER	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Gross Compensation Income of Employee or Individual Income Tax Return	Bureau of Internal Revenue (BIR)
Audited Financial Statement / VAT Returns in case of Corporation	
Gross Income declared by Single Proprietorship Business	

Personal Data Sheet	City Treasurer's Office
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Client Steps (List of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Proceed to the City Treasurers Office to fill-out the computerized personal data sheet.	none	3 mins.	CTO Staff
2. Proceed to the Cashier's Counter for payment and issuance of Official Receipt.	Depending on the amount of income declared	3 mins.	Revenue Collection Clerk