

CITY TREASURER'S OFFICE

OFFICE DIVISION: BUSINESS TAXES AND FEES SECTION

SERVICE DESCRIPTION

Service Provided: **ISSUANCE OF CERTIFICATE OF BUSINESS RETIREMENT**

Simple, Complex, or Highly Technical Complex

Internal or External External

Who may avail of Service Business owners who intend to terminate or close its business operations in the City.

CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

1. Application Form - 2 copies	City Treasurer's Office, Retirement Window
2. Original Copy Business Permit (Latest)	Business Owner
3. Original Copy of Barangay Certification of Business Closure (Indicate the date of Closure)	Office of the Barangay Chairperson
4. Affidavit of Business Retirement - for Sole Proprietorship; and Board Resolution for Business	Business Owner

Retirement - for Corporations and Partnerships	
5. Photocopies of financial documents for the last 5 years of operations:	
a. VAT/Percentage Tax Returns	Business Owner
b. Audited Financial Statements	Business Owner
c. Annual Income Tax Returns	Business Owner
d. Sworn Declaration of Gross Sales/Receipts	Business Owner
e. Official Receipts/Invoices	Business Owner
f. Sales Books/Journals	Business Owner
g. Authority to Print from BIR	BIR
5. Sketch of business location	Business Owner
Others	
1. For business with more than one branch:	
a. Business Permit with Assessment and Receipts from other branches for the last 5 years of operations	Business Owner
b. Schedule of Sales/Receipts of different branches	Business Owner
2. Authorization/Board Resolution, if application is filed and signed by a representative	Business Owner
3. Other documents that the evaluator may need to assist in	Business Owner

the determination of taxes and fees payable to the City	
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Client Steps (List of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Submit all the requirements.	None	10 minutes	CTO Retirement Staff
2. Wait for the Scheduled Ocular Inspection.	None	4 working days	Inspector
3. Prepare the Findings and Assessment Report.	None	2 working days	Revenue Examiner and Supervising Revenue Examiner
4. Approval of FAR and Preparation of Bills.	None	30 minutes	Section Head and City Treasurer
5. Pay the corresponding fee.	PHP70.00/Retirement Fee; PHP50.00/Certification Fee; and Assessed Business Taxes and Fees, if applicable	15 minutes	Revenue Collection Clerk
6. Get the Certificate of Retirement.	None	15 minutes	CTO Retirement Staff

Note:

-Volume of taxpayers or transactions, internet connection, power outage, system glitch or any other technical problems may affect the processing time/days mentioned above.

-Processing time may not apply from January 1-20 / heavy payment periods.