

Issuance of Community Tax Certificate

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens/Business			
Who may avail:	Residents of the Municipality with the age of 18 and above/Corporations or Cooperatives within Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Individual – Valid Id For Business application – Audited Financial Statement or Notarized Financial Statement		Taxpayers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff of Municipal Treasury Office and request for Community Tax Certificate	1. For Individual: Ask for the data such as full name, address, birthday, civil status, gender, place of birth, birthday, height, weight, occupation (if any), basic salary (if applicable), income from real property (if applicable) and gross receipts or earnings derived from business during the previous year (if any). 2. For Corporation: For Individual: Ask for the data such as company's full name, address or principal place of business, date of incorporation, place of incorporation and kind of organization.	For individual : P5.00 basic tax and Additional Community tax – Not to exceed P 5,000.00 (P1.00 for every P1,000.00 gross receipts or earnings derived from business during the preceding year, additional P1.00 for every P1,000.00 salaries or gross receipt or earnings derived from exercise of professio	5 Minutes	Revenue Collection Clerk I Administrative Aide I Municipal Treasury Office



		n or pursuit of any occupatio n and additional P1.00 for every P1,000.0 0 income from real property.) For Corporati on: Basic Communi ty Tax – ₱ 500.00 Additiona l Communi ty tax – Not to exceed P 10,000.00 (Assessed Value of Real Property owned in the Philippin es. = ₱ 2.00 for every P5, 000.00, Gross receipts including dividend earnings derived		
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		from business in the Philippines during the preceding year ₱ 2.00 for every P5, 000.00)		
2. Have the individual affix the signature and right thumb print prior to issuance of the owner's copy & pay the Community Tax	2. Issue the Community Tax Certificate	None	2 Minutes	<i>Revenue Collection Clerk / Administrative Aide / Municipal Treasury Office</i>
TOTAL			5 Minutes	