

## CITY TREASURER'S OFFICE

LOCATION : 1<sup>ST</sup> Level, East Wing, City Hall, Zamora Street, Silay City  
TELEPHONE NUMBER: (034)4951871 / 4951974 / 4956552  
HEAD OF OFFICE : Elsie S. Jimenea

### ABOUT THE SERVICE

The City Treasurer's Office is the financial department of the city. As such, it is tasked with the generation, safekeeping and disposal of funds needed for the city operation. In the performance of its function, it formulates and implements revenue generation program, accepts and processes business applications, collect various taxes and fees as provided in the City Revenue Code. Likewise, all vouchers and payrolls of all lawful expenditures of the city are processed and paid through this office.

### ISSUANCE OF COMMUNITY TAX CERTIFICATE OR "CEDULA"

#### **INDIVIDUAL:**

#### REQUIREMENTS

None

#### FEES

- Basic Community Tax : P5.00
- Additional Community Tax (not to exceed P5,000.00):
  - Gross Receipts of Earnings delivered from business during the preceding year (P1.00 for every P1,000.00)
  - Salaries or Gross Receipts of Earnings derived from exercise of profession or pursuit of any occupation (P1.00 for every P1,000.00)

#### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill out the Data Sheet and submit to the Collector	3 minutes	Revenue Collectors
2. Pay and receive the original copy of the CTC	5 minutes	Revenue Collectors

#### **CORPORATE**

#### REQUIREMENTS

- Current Year Assessment Form approved by the Business Permits and License Division of the City Mayor's Office
- Total Assessed Value of all Corporate-owned real properties

#### FEES

- Basic Community Tax : P5.00
- Additional Community Tax (not to exceed P10,000.00):
  - Assessed Value of Real Property owned in the Philippines (P2.00 for every P5,000.00)
  - Gross Receipts including dividends/earnings derived from business in the Philippines during the preceding year (P2.00 for every P5,000.00)

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Fill out the Corporate Data Sheet and submit to Cash Receipts Division for Assessment	3 minutes / client	Revenue Collectors
2. Proceed to the City Treasurer for approval	2 minutes / client	City Treasurer
3. Pay and receive the original copy of the CTC	5 minutes / client	Revenue Collectors

#### **PAYMENT OF TRANSFER TAXES**

##### **REQUIREMENTS**

- Deed of Sale
- Certified True Copy of Tax Declaration

##### **FEES**

- $\frac{3}{4}$  of 1% of total consideration or fair market value, whichever is higher

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present the required documents for assessment of Transfer Tax	5 minutes / client	Revenue Collectors
2. Pay and receive the original copy of the Official Receipt	5 minutes / client	Revenue Collectors

#### **PAYMENT OF BUSINESS TAXES**

##### **REQUIREMENTS**

- Official Receipt from previous payment (for renewal)
- Tax Order of Payment

##### **FEES**

- Please refer to the New Revenue Code available at the Office of the City Treasurer

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Submit duly accomplished Application Form for Appraisal / Assessment of Gross Sales or Capital	10 minutes / client	City Treasurer
2. Secure Tax Order of Payment from the License and Fees Division	10 minutes / client	License and Fees Clerk
3. Pay and claim original copy of official receipt	5 minutes / client	Revenue Collectors

## **ISSUANCE OF CERTIFICATE OF “NO BUSINESS”**

### **REQUIREMENTS**

- Letter-request from the taxpayer / client

### **FEES**

P20.00

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Verification of Record from Taxpayer's Index Cards and preparation of certification	10 minutes / client	License and Fees Clerk
2. Pay and claim original copy of the Official Receipt and Certification	5 minutes / client	Revenue Collectors

## **PAYMENT FOR RETIREMENT OF BUSINESS**

### **REQUIREMENTS**

- Duly accomplished Application Form for Retirement of Business from the Permits and License Division, Office of the City Mayor
- Tax Order of Payment

### **FEES**

P100.00

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Secure and accomplish Application for Retirement of Business		Permits & License Division, Office of the City Mayor
2. Submit Gross Receipt for current period and pay remaining tax balance (if any)	10 minutes / client	Revenue Collectors

3. Actual inspection of business establishment to ascertain closure or cessation of business before approval		Permits and License Division, Office of the City Mayor
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## **PAYMENT OF REAL PROPERTY TAXES**

### **REQUIREMENTS**

- Official Receipt from previous payment (if any)
- Tax Order of Payment

### **FEES**

- Please refer to the New Revenue Code available at the Office of the City Treasurer

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Secure Tax Order of Payment (TOP)	10 minutes / client	Land Tax Division personnel
2. Pay and claim original copy of the official receipt	5 minutes / client	Revenue Collectors

## **PAYMENT OF MISCELLANEOUS FEES AND OTHER CHARGES**

### **REQUIREMENTS**

- Payment Slip

### **FEES**

- Please refer to the New Revenue Code available at the Office of the City Treasurer

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Submit Payment Slip from the respective offices	1 minutes / client	Revenue Collectors
2. Pay and claim original copy of the official receipt	5 minutes / client	Revenue Collectors

## **ISSUANCE OF CERTIFICATE OF OWNERSHIP OF LARGE CATTLE**

### **REQUIREMENTS**

- Barangay Certification

**FEES**

P32.00

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present Barangay Certification for issuance of Certificate of Ownership	5 minutes / client	Revenue Collectors
2. Proceed to Permits and License Division		Permits and License Office
3. Pay and claim original copy of Official Receipt and Certificate of Ownership	5 minutes / client	Revenue Collectors

**ISSUANCE OF CERTIFICATE OF TRANSFER OF LARGE CATTLE****REQUIREMENTS**

- Certificate of Ownership

**FEES**

P52.00

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present request to PNP Headquarters for inspection and approval		PNP Headquarters
2. Present Certificate of Ownership duly noted by the PNP	5 minutes / client	Revenue Collectors
3. Proceed to the Permits and License Division		Permits and License Division
4. Pay and claim original copy of Official Receipt and Certificate of Transfer	5 minutes / client	Revenue Collectors

**ISSUANCE OF LAND TAX CLEARANCE****REQUIREMENTS**

- Latest Real Property Tax Official Receipts (if any)
- Official Receipt for Tax Clearance
- Documentary Stamps

**FEES**

P20.00

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present all required documents	15 minutes/ client	Land Tax Division personnel
2. Pay and claim original copy of Official Receipt	5 minutes / client	Revenue Collectors
3. Present the Official Receipt to the Land Tax Division and receive the duly signed Tax Clearance	5 minutes / client	Land Tax Division personnel

**COMPLIANCE TO FREEDOM OF INFORMATION (FOI) BILL****REQUIREMENTS**

- Duly accomplished Request Form

**FEES**

Research Fee – P20.00

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Present duly accomplished Request Form to the City Treasurer	1 day	City Treasurer thru Staff, Administrative Division
2. Present duly received Request Form	2 days after receipt of Request Form	Staff, Administrative Division
3. Pay and claim original copy of the Official Receipt	5 minutes/client	Revenue Collectors
4. Present the Official Receipt to Administrative Division and claim copy of the documents requested	5 minutes/client	Staff, Administrative Division