

Securing Community Tax Certificate

A community tax certificate is issued to bona fide residents of Burgos, La Union to attest their residency. It is availed of from January 1 to the last day of February. Corresponding penalties are imposed for CTC's secured after the last day of February.

Office or Division:	Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff and state purpose of visit	1.1. Interview client and record necessary details	None	5 minutes	Edison B. Quezada <i>Rev. Collection Clerk II</i> Leonora S. Lubid
				Ticket Checker Ailyn P. Cabinto LTOO I
2. Pay the computed amount	2. Compute amount to be paid and receive payment	Computation is based on the following: Basic tax - P5.00 • For every P1000.00 of Gross Yearly Income/salar	5 minutes	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker

		y - P 1.00 • For every P1,000.00 worth of Real Property Assessed value - P 1.00		Ailyn P. Cabinto LTOO I
3. Affix your signature and thumb mark and receive your copy of CTC.	3. Issue Community Tax Certificate	None	3 minutes	Edison B. Quezada Rev. Collection Clerk II Leonora S. Lubid Ticket Checker Ailyn P. Cabinto LTOO I
	TOTAL	Refer to step 2	13 minutes	