

**CITY TREASURER'S OFFICE
LICENSE DIVISION
Bacolod City**

The Office of the City Treasurer consists of the Administrative, Real Property Tax, License and cash Divisions.

Location: Ground floor, South Wing Bacolod City Government Center, Circumferential Road, Barangay Villamonte, Bacolod City

Phone number: (034) 707-2317

I. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

ABOUT THE SERVICE: A Community Tax Certificate (CTC) is required when an individual or corporation

- Acknowledges any document before a notary public
 - Takes an oath of office upon election or appointment to any position in the government service
 - Receives any license, certificate or permit from any public authority
 - Pays any tax or fee
 - Receives money from any public fund
 - Transacts other official business
 - Receives any salary or wage from any person or corporation
- CTCs are issued at the Administrative Division of the City Treasurer's Office

REQUIREMENT: Present last cedula or information sheet

FEES: Gross Receipts or earnings derived from business - ₱1.00 for every 1,000
Salary – ₱1.00 for every 1,000
Income from Real Property Tax - ₱1.00 for every 1,000

HOW TO AVAIL OF THE SERVICE:

STEPS	Time Frame	Person/s In Charge
1. Submit the filled out form	3 minutes	<i>Nancy Velez</i>
2. Pay the required amount	2 minutes	<i>Nancy Velez</i>

II. ISSUANCE OF PROFESSIONAL TAX RETURN

ABOUT THE SERVICE: Professional/Occupational Tax is a document needed when an individual is practicing his/her profession.

REQUIREMENT: PRC License or previous PTR number

FEE: ₱300.00

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Pay the required amount	2 minutes	

III. CLOSURE OF BUSINESS

ABOUT THE SERVICE: Enterprises that have closed or ceased to exist, or whose ownership has changed, must file an application for Retirement of Business with the CTO.

This is necessary to update the city government's records and to avoid accumulation of tax payments and penalties.

REQUIREMENTS:

- Application for Business Retirement – 4 copies
- Barangay Certification regarding the cessation of business
- Sworn affidavit of the owner/manager that the business is closed or owner/address is changed
- Secretary's Certificate (Board Resolution) – FOR CORPORATION ONLY
- Income Tax Return and Financial Statements of the business, 3 years' prior
- Latest Mayor's Permit. If LOST, please provide Affidavit of Loss

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit filled out application to Old City Hall (City Treasurer's Office)	1 day	<i>Eric Apostol Teresita Pilarta</i>

2. Submit inspected application to any available counter	3 minutes	Mary Margaret Perartilla Jose Ernie Carpintero Sheila Memoria Nenita Soriano Chito Paulo Monge Myrle Valerie Mercurio
3. Evaluate documents	2 minutes	Stela Rose Rayos
4. Submit approved application	3 minutes	Gilda Flor Colinco Maricel Ferrer Tiffany Julia Garcia

IV. PAYMENT OF TRANSFER TAX

REQUIREMENTS:

- Certificate of Title of the Real Property
- Tax Declaration
- Deed of Sale/Donation/Exchange/Heirship/Extra-Judicial Settlement/Affidavit of Consolidation or any applicable document proving transfer of property ownership, duly notarized.

FEES:

- Transfer Tax – 50% of 1% of Total Consideration or Fair Market Value, whichever is higher

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Present required documents to the Assessment Section, License Division, City Treasurer's Office, for computation of "Transfer Tax")	For computation: 5 minutes (Simple) 10 minutes (Complex)	Mary Margaret Perartilla Jose Ernie Carpintero Sheila Memoria Nenita Soriano Chito Paulo Monge Myrle Valerie Mercurio
2. Pay the required amount	Receive payment and issue official receipt: 1 minute	Nancy Velez Yvan Docil Vivian Singapor Oliver Alindog Relynn Maderazo Don Gobuyan Jny Tilos Loremil Banhao

V. ASSESSMENT OF BUSINESS TAX

ABOUT THE SERVICE: Business establishments are required to pay business tax and other regulatory fees. Business permits must be renewed every year and penalties are imposed on business establishments if they failed to renew within the prescribed period. It may be paid annually or quarterly.

REQUIREMENTS:

- Application form
- Income Tax Return (3 years)
- Financial Statement

FEES:

- Amount reflected on the Statement of Account

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit encoded application to any available Billing counter	1 minute	<i>Bernadeth Calimpong Betty Jane Ramirez</i>
2. Present application and requirements	5 minutes (Simple) 10 minutes (Complex)	<i>Mary Margaret Perartilla Jose Ernie Carpintero Sheila Memoria Nenita Soriano Chito Paulo Monge Myrle Valerie Mercurio</i>

VI. ASSESSMENT OF WEIGHTS AND MEASURES

ABOUT THE SERVICE: Before using the instrument for weights and measures, it should be sealed and licensed annually.

REQUIREMENTS:

- For new application, bring the instrument Financial Statement
For renewal, bring the copy of the previous official receipt

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Present the instrument for new applicants or present the copy of the latest official receipt	3 minutes	<i>Eric Apostol</i>
2. Receipt for renewal to Old Bacolod City Hall	3 minutes	<i>Eric Apostol</i>
3. Pay the required fee	2 minutes	<i>Emma Escanillan</i>

VII. ASSESSMENT OF TRISIKAD/TRICYCLE/JEEPNEY/COMMON CARRIER

ABOUT THE SERVICE:

Public utility vehicles (PUV) are required to pay the regulatory fees. Business permits must be renewed every year and penalties are imposed on PUVs if they failed to renew within the prescribed period. It may be paid annually or quarterly.

REQUIREMENTS:

- Application form

FEES:

- Amount reflected on the Statement of Account

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit encoded application to any available Billing counter	1 minute	<i>Bernadeth Calimpong</i> <i>Betty Jane Ramirez</i>
2. Present application and requirements	5 minutes (Simple) 10 minutes (Complex)	<i>Mary Margaret Perartilla</i> <i>Jose Ernie Carpintero</i> <i>Sheila Memoria</i> <i>Nenita Soriano</i> <i>Chito Paulo Monge</i> <i>Myrle Valerie Mercurio</i>

3. Pay the required amount	2 minutes	Nancy Velez Yvan Docil Vivian Singapor Oliver Alindog Relynne Maderazo Don Gobuyan Jny Tilos Loremil Banhao
4. Present official receipt of paid fees, franchise, and OR/CR of PUV	5 minutes	Mochi Alma Yanson