

2. Issuance of Community Tax Certificate (CEDULA)

The Community Tax Certificate is issued to all residents of this Municipality.

Office of the Municipal Treasurer				
Office or Division	Classification			
Simple	Type of Transaction			
G2C – Government to Citizen	Who May Avail			
All Residents of this Municipality				
CHECKLIST OF REQUIREMENTS				
Accomplished form	WHERE TO SECURE			
Office of the Municipal Treasurer	Valid ID			
Client	Barangay Clearance (optional)			
Concerned Barangay				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill up Community Tax Certificate Sworn Statement	1. Receive filled up form and BIR Income Tax Return for assessment	None	1 Minute	Revenue Collectors Office of the Municipal Treasurer
2. Payment of Community Tax Certificate	2. Issuance of Official Receipt or Community Tax Certificate / Corporation	Please refer to computation guide below	3 Minutes	
	TOTAL:		4 minutes	
Individual				
A. Basic Community Tax		P 5.00		
B. Additional Community Tax		P 1.00 for every P 1,000.00 income from Last Year		
Corporation				
A. Basic Community Tax		P 500.00		
B. Additional Community Tax		P 2.00 for every P 5,000.00 Gross Receipts - Last Year		