



COMMUNITY TAX CERTIFICATE A & B/C and C1

| STEP BY STEP PROCEDURE | OFFICER/EMPLOYEE RESPONSIBLE | MAXIMUM TIME TO CONCLUDE PROCESS | CLIENT/S | REQUIREMENTS | AMOUNT OF FEES | ALLOWABLE EXTENSION PERIOD (due to unusual circumstances) |
|--|---|----------------------------------|-------------------|---|---|---|
| 1. Fill-up data sheet • Indicate Gross Receipt/Gross Compensation | | | | | | |
| 2. Payment of necessary amount at Window 8 or 9 | • Juzette De Guzman • Erlinda Camara • Araceli Lacson | 5 mins. (per transaction) | Malabon Taxpayers | • CTC for Income Earner Gross Compensation of preceding year • CTC for Business Gross Receipts of preceding year | a. For Employment - P100.00 b. Change Name - P100.00 c. Filipino Citizenship (Application) - P300.00 d. Passport/Visa Application - P100.00 e. Firearms Permit Application – P500.00 f. PLEB Clearance – P100.00 Others – P100.00 | N/A |