

CITY TREASURER'S OFFICE

G/F Marikina City Hall, Shoe Ave. Sta. Elena, Marikina City

Tel. Nos.: 646-6454 & 407-2043

646-6453 - Cash Section 382-4183 - Land Tax Section

Tele Fax No.: 646-1623 - Business Tax Section

City Treasurer: MIGUEL R. REBANAL

SERVICES OFFERED :

Collect all kinds of revenues (Taxes, Fees and Charges)

Pay Statutory and mandatory obligations of the city government.

PAYMENT OF REAL PROPERTY TAX

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Secure Queuing Number from the Help Desk	Desk Officer Treasurer's Office	G/F Cityhall	30 seconds
2	Go to the Payment Window where the number is called	Revenue Collector Windows 1 to 5		5 minutes

Requirements : Statement of Account or Latest Official Receipt
- Amount of Tax: Basic Tax - 1.5% of assessed value
2.5% additional ad valorem Tax (Idle Land)
SEF Tax- 1% of assessed value

ISSUANCE OF REAL PROPERTY TAX CLEARANCE

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Go to Window 5	Revenue Collector Window 5	G/F Cityhall	15 minutes

Requirements : -For Registered Owner
1. Photo Copy of Current O.R. / Photo Copy of CTC / ID
-For Representative / Buyer / Liaison
1. Photo Copy of Current O.R.
2. Authorization from the Owner
3. Photo Copy of Docs. Needed used in sales / Loans & etc.

Amount: Php 50.00

PAYMENT OF BUSINESS TAX

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Secure Queuing Number from the Help Desk	Desk Officer Treasurer's Office	G/F Cityhall	1 minute
2	Go to the Payment Window where the number is called	Revenue Collector Windows 6 to 9		5 minutes

- Requirements :**
1. Order of Payment from BPLO
 2. Community Tax Certificate (CTC)
 3. Latest Official Receipt for (quarterly payment)

PAYMENT OF RENTALS/WEIGHT & MEASURES/ BMBE REGISTRATION/ TRANSFER TAX/ USE OF CITY HALL QUADRANGLE

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Secure Queuing Number from the Help Desk	Desk Officer Treasurer's Office	G/F Cityhall	30 seconds
2	Go to the Payment Window where the number is called	Revenue Collector Windows 6 to 9		5 minutes

Requirements :

- Payment of Rentals

1. Latest Official Receipt
- Amount: Based on Contract

- Sealing of Weights

1. Business License
 2. Previous Official Receipt for renewal
- Amount: Php 200.00

- BMBE Registration

1. BMBE Application Form
 2. SEC Registration
 3. Mayor's Permit
 4. Affidavit of Assets
- Amount: Php 500.00

- Transfer Tax

1. Deed of transfer
 2. Tax Declaration
 3. Tax Clearance
- Amount: Based on Documents

- Use of the City Hall Quadrangle

1. Order Payment from G.S.O

PAYMENT OF SECRETARY'S FEES/PROFESSIONAL TAX/MAYOR'S PERMIT/FILM SHOOTING/USE OF TEATRO, SENTRONG PANGKULTURA/CIVIL REGISTRY FEES

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Secure Queuing Number from the Help Desk	Desk Officer Treasurer's Office	G/F Cityhall	15 seconds
2	Go to the Payment Window where the number is called	Revenue Collector Windows 69 to 70		2 minutes

CITY TREASURER'S OFFICE

Requirements : Order of Payment of Concerned Office

Amount:	Secretary's Fees	Php 50.00 per copy
	Professional Tax	Php 300.00
	Mayor's permit	Php 98.00
	Film Shooting	Php 2,135.00 per location
	Use of Teatro	Based on Contract
	Sentrong Pangkultura	Based on Contract
	Civil Registry Fees	Based on order of Payment

PAYMENT OF COMMUNITY TAX CERTIFICATE

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Secure Queuing Number from the Help Desk	Desk Officer Treasurer's Office	G/F Cityhall	30 seconds
2	Go to the Payment Window where the number is called	Revenue Collector Windows 68,69,76, & 79		5 minutes

Requirements : Cedula Form duly accomplished by the Taxpayer

Amount : Individual -Basic- P 5.00 plus P 1.00 for every P 1,000.00 gross income
 Corporation-Basic- P 500.00 plus P 2.00 for every P 5,000.00 gross income

PAYMENT OF MEDICAL , DENTAL, LABORATORY, SANITARY PERMITS & BURIAL FEES

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Go to City Health Office	Revenue Collectors	City Health Office	3 minutes

Requirements : Order of Payment from City Health Office

PAYMENT OF FEES: POLICE, FISCAL,COURT, & BJMP CLEARANCE

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Go to Payment Window Justice Hall	Revenue Collectors	PNP Office	3 minutes

Requirements : Order of Payment from the Concerned Office

Amount: Police - Local - P 50.00
 Abroad - P 140.00
 Court/ Fiscal/ BJMP - P 50.00

PAYMENT OF RENTAL OF MARIKINA HOTEL AND CONVENTION CENTER FACILITIES

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Go to Marikina Hotel Office Cashier's Booth	Revenue Collectors	Marikina Hotel	3 minutes

Requirements : Order of Payment from the Marikina Hotel Office

PAYMENT OF ENGINEERING/CTMDO/CEMO/VETERINARY/FEES

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Go to Engineering Office Cashier's Booth	Revenue Collectors	Engineering Office	2 minutes

Requirements : Order of Payment from Concerned Office

PAYMENT FOR THE USE OF MARIKINA SPORTS PARKS FACILITIES & STALL RENTALS

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Go to MSP Cashier's Booth	Revenue Collectors	MSP Office	2 minutes

Requirements : Order of Payments from Concerned Office

PAYMENT OF ALLOWANCES, INCENTIVES AND HONORARIUMS/FINANCIAL ASSISTANCE/OBLIGATIONS TO SUPPLIES

	Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing Time
1	Go to the Treasurer's Office Cashier's Booth	Cashier	G/F Cityhall	2 minutes

Requirements :

- For Allowance, Etc.

1. Document Tracking Reference No.
2. Present Valid I.D.

- For Obligations to Supplier

1. Authorization from Company
2. Official Receipt
3. Photocopy of Company I.D. of Collector

PROCEDURES IN FILING OF COMPLAINTS AGAINST ERRING REVENUE COLLECTORS/ STAFF

1. Address written complaint to the City Treasurer of Marikina City
2. File the complaints at the Treasury Help Desk or at the Administrative Section of the treasury and / or drop at the suggestion box located at the City Hall Quadrangle.

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.