

## CITY TREASURER'S OFFICE

<b>OFFICE DIVISION:</b>	CITY TREASURER'S OFFICE /REAL PROPERTY TAX SECTION	
<b>SERVICE DESCRIPTION</b>		
<b>Service Provided:</b>	<b>PAYMENT OF REAL PROPERTY TAX</b>	
<b>Simple, Complex, or Highly Technical</b>	Simple	
<b>Internal or External</b>	External	
<b>Who may avail of Service</b>	All Real Property Owners in Taguig	
<b>CITIZEN'S CHARTER</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Latest Copy of the Official Receipt		Owner's Copy
Latest Tax Declaration		City Assessor's Office

Client Steps (List of Transactions to Get Service)	Fees To Be Paid	Maximum Processing Time	Person Responsible
1. Go to the City Treasurer's Office RPT Section billing counter and present the latest copy of OR and copy of the latest Tax Declaration of the property	None	10 minutes	RPT Staff
2. Pay the amount reflected in the SOA	Basic Tax  <u>Residential /Agricultural</u> Assessed value x.01 +Interest -Discount =Total Basic  <u>Commercial /Industrial</u> Assessed value x.015 +Interest -Discount =Basic Tax  SEF x .01 +Interest -Discount =Total SEF	15 minutes	Revenue Collector Clerk

**NOTE:**

- Processing time for RPT assessment and payment may take longer during the months of December to January.