

■ ■ ■ Retirement of Business Permit (Full/Retirement)

■ ■ ■ Procedures

STEP	APPLICANT ACTIVITY	OFFICE ACTIVITY	PERSON RESPONSIBLE	FORMS
1	Present Original business permit, and other supporting documents relevant to the retirement of business permit to the Business Bureau	Assessment by Licensing Officer, preparation and release of Retirement Form to the taxpayer	Licensing Officer	Retirement Form
2	Proceed to City Treasurer's Office	Verification and assessment of Tax Obligations; Receipt of payment; Issuance of Official Receipt and Inspection of Establishment	BTLD Chief or District Treasurer Cashier	Retirement Form
3	Proceed to Business Bureau	Receipt of completed transaction and business plate; Approval by the BB-Chief, Encoding & Stamp RETIRED on the application, blue file and original permit; and Release of retirement form and Original business permit stamped RETIRED to the taxpayer	Receiving Asst. Records Asst. BB-Chief Releasing Asst.	Retirement Form/ Original Business Permit stamped RETIRED
END OF TRANSACTION				

Note: Retirement of business shall be made within thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated.

Failure on the part of the permittee to retire the business within the period stated shall be fined in the amount of not more than Five Thousand Pesos (P5,000.00)

[Section 76(h) of Ordinance No. 0158-05]

Note: Any person retiring from his business, practice of profession, pursuit of a calling or exercise of privileges, shall surrender to the City Treasurer the official

receipt evidencing his last payment of the tax or fee or other impositions. A person required by this ordinance and/or the National Internal Revenue Code to keep books of

accounts shall also surrender the same for purposes of determining if he has still unpaid obligation. The official receipt and book of accounts shall be stamped "RETIRED" and

forthwith returned by the City Treasurer or his authorized representative to the retiring taxpayer.

Retirement made within the first twenty (20) days of a calendar quarter, in the case of a taxpayer who is allowed to pay his tax or fee quarterly and within the period

when the annual tax or fee may be paid without any surcharge in the case of a taxpayer required to pay the tax or fee by the year, shall not subject the retiring taxpayer

to any further obligation, save for any deficiency that may be found pursuant to the preceding paragraph. Otherwise, the taxpayer shall be subjected to the next

quarterly or annual tax, as the case may be, plus twenty-five percent (25%) surcharge thereon and two percent (2%) monthly interest on the unpaid amount until the tax,

fee or charge including surcharges is fully paid, but in no case shall the total interest on the unpaid amount or a portion thereof exceed thirty-six (36) months.

[Section 392 (a) of Ordinance No. 0158-05]

Note: Every person holding a permit shall surrender the same to the Office of the City Mayor and notify the Office of the City Treasurer within thirty (30) days upon

its revocation or closure of the business for which the permit was issued otherwise said business shall be presumed to be still in actual operation and taxes

imposed therein shall be collected up to the actual time the permit had been surrendered to the Office of the City Mayor and upon the proper notification to the City

Treasurer, including surcharge and interest imposed under this ordinance but in no case that collection of taxes be more than three (3) years.

[Section 392 (b) of Ordinance No. 0158-05]

■ ■ ■ Requirements

SINGLE PROPRIETORSHIP

1. Business Permit (Original)
2. Official Receipts
3. Business Plate
4. Affidavit of Retirement stating reason of retirement and effectivity
5. If represented, Special Power of Attorney with CLEAR XEROX ID of taxpayer/applicant and authorized person (Original SPA)
6. Death Certificate of permittee AND marriage certificate of spouse of permitte OR birth certificate of child of permittee, in case of death of permittee

CORPORATION / PARTNERSHIP / OTHERS

1. Business Permit (Original)
2. Official Receipts
3. Business Plate
4. Board Resolution/Secretary Certificate stating reason for Retirement of the Business and its effectivity; and authorized representative AND CLEAR XEROX ID of signatoryand authorized representative (Original Board Resolution/Secretary Certificate)