

6. Issuance of Official Receipt for Franchise Tax

A tax to be collected on businesses located in Province of Davao del Norte enjoying a franchise, at a tax rate of 60% of 1% of the annual gross receipts, both cash and sales on account realized during the preceding calendar year.

Office or Division:	PROVINCIAL TREASURER'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Notice for business entity from PTO (1 copy for reference)		PTO Revenue Division		
2. Gross Receipts statement (annual) of the proceeding calendar year or capital investment records for newly started business		Business financial statement		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents to the PTO- Revenue Division the Gross Receipts or capital investment statement and Tax Notice	1.1 Receives/ reviews/examines the documents presented.	60% of 1% of the gross receipts or 1/20 of 1% of the capital	1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
	1.2 Computes the tax due	investment for newly started business.	1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
	1.3 Advises client to pay	25% penalty of the amount of tax due for failure to pay within the first 20 days following of each quarter	1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
		50% for willful neglect to file and pay the tax within the		<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		prescribed period.		
		The franchise tax shall be payable on or before the 20 th day of January of each year Php 550.00 – permit fee 100.00- sticker fee		
2. Pays to the Local Revenue Collector	Receives payment, checks the Official Receipt issued		1 minute	<i>Local Revenue Collection Officer Provincial Treasurer's Office</i>
3. Receives original copy of Official Receipt and document presented	Releases the original copy of Official Receipt and documents presented		1 minute	<i>Local Revenue Collection Officer Provincial Treasurer's Office</i>
TOTAL:			5 minutes	