

5. Issuance of Official Receipt for Tax on Printing & Publication

This tax is to be collected on the business of persons located in Davao del Norte engaged in the printing and/or publication of books, cards, tarps, news, streamers, leaflets, etc. and other of similar in nature. For newly started business, the tax shall be 1/20 of 1% of the capital investment.

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 or reviews or examines the documents presented.	60% of 1% of the gross receipts or 1/20 of 1% of the capital investment for newly started business. 25% penalty of the amount of tax due for failure to pay within the first 20 days following of each quarter 50% for willful neglect to file and pay the tax within the prescribed period Permit fee-	1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
	1.2 Computes tax due		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
	1.3 Advises client to pay		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office

		Php 300.00 Sticker- Php 100.00		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays to the Local Revenue Collector	Receives payment, checks the Official Receipt issued		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
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</i> Provincial Treasurer's Office
TOTAL:			5 minutes	