



1. Issuance of Certificate of Taxes Withheld BIR form No. 2306/2307/2316*

Mandatory taxes imposed by the Bureau of Internal Revenue are withheld on the gross amount of the procured goods and services as well as gross receipts of employees of the LGU. A Certificate of Taxes Withheld (**BIR form No. 2306/2307**) is issued to the supplier while (**BIR form No. 2316**) is issued to the LGU **employees**. The Certificate of Taxes Withheld serves as proof for the mandatory deduction from their gross receipts.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	Business Entity - Suppliers Employees - City Government of Tanauan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For BIR Form No. 2316 (CGT Employee only):			N/A	
For BIR Form No. 2306/2307: Disbursement Voucher(1 photocopy)			City Treasurer's Office - Cashier	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the Certificate of Taxes Withheld thru personal	1. Refer to the respective file of Client for the details of taxes Withheld	None	10 mins	



appearance or Telephone call (728-9866)				Administrative Assistant VI
	1.2 Prepare the certificate of taxes withheld *attach the disbursement voucher for BIR form 2306/2307	None	10 mins	Administrative Assistant VI
	1.3 Secure the approval of the Certificate from the Department Head	None	2 mins	Department Head
	1.4 Fill up the logbook of certificate of taxes withheld as to date, name of requesting party and BIR form No.	None	3 mins	Administrative Assistant VI
2. Receive the Certificate of Taxes Withheld	2. Issue the certificate of taxes withheld	None	2 mins	Administrative Assistant VI
	TOTAL		27 mins	



2. Issuance of Certificate Premium Contributions/ Loans*

To provide updated records premium contributions & loan payments of requesting employees.

Office or Division:	Accounting			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees - City Government of Tanauan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Slip (1 original)			Officer of the Day –Accounting Department	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out the request slip and submit it to the Officer of the Day	1.1 Receive the request slip & Inform client to return after 2 hours	None	3 mins	Officer of the day
	1.2 Give the request slip to Clerk or Administrative Officer V	None	1 hour	Officer of the day
	1.3 Refer to the respective file of Client for the details of contributions/loans	None		Clerk or Administrative Officer V



	1.4 Prepare the certificate of contributions/loans	None		Clerk or Administrative Officer V
	1.5 Secure the approval of the Certificate from the Department Head			Clerk or Administrative Officer V/ Department Head
2. Return to Accounting office to get certificate of Premium Contributions/ Loan Payments	2. Issue the certificate of contribution	None	2 mins	Clerk or Administrative Officer V
3. Sign the logbook of certificate of premiums/loans	3. Fill up the logbook of certificate of premiums/loans.	None	5 mins	Clerk or Administrative Officer V
	TOTAL:		1 hr &10 mins	