

UNFORTUNATELY, I NEED TO CLOSE MY BUSINESS. WHAT DO I NEED TO DO?

In order to facilitate the processing of business retirement, submit all the requirements to the Office of the City Treasurer, which is located at Rm. 102. However, the mere filing of the application does not automatically relieve the applicant/taxpayer from any tax liability. All taxes, fees, and other regulatory charges that are due and collectible must be first paid before approval. For more information on business retirement, you may contact the Office of the City Treasurer at 8831-6809.

RETIREMENT OF BUSINESS	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Completely filled up <u>Application Form</u> (2 copies)	Treasurer's Office
2. Latest original copy of Business Permit to operate and Business Official receipt (if not available, certified xerox copy of last receipt and Business Permit to Operate)	Business Owner or Business Permits & Licensing Office (BPLO)
3. Barangay Closure Certificate indicating the date of closure of business	Barangay Hall where the Business is located
4. Notarized Affidavit of Closure	Business Owner
5. SPA/Authorization of the taxpayer/company with government issued ID together with three (3) specimen signature	Business Owner
6. Board Resolution/Secretary Certificate for business closure (corporation/partnership)	Business Owner
7. Termination of contract of lease (if rented) or Latest Real Property Tax Receipt (if owned)	Business Owner