



Paying Transfer Taxes

ABOUT THE SERVICE

Transfer Taxes are paid for transactions involving transfer of ownership of real property.

The tax should be paid within 60 days from the date of execution of the deed as regards sale, barter, donation or any mode of transferring ownership; or from the date of the decedent's death, in case of transfer by succession.

Payments are made at the Land Tax Division of the CTO.

Department / Office:		CITY TREASURER'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Any Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Copy of Real Property Tax Declaration • Deed of Sale, Donation, Exchange, Judicial/Extra Judicial Settlement, Affidavit of Consolidation, or any applicable document proving transfer of property Ownership 		<ul style="list-style-type: none"> • City Assessor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Computation of Transfer Tax Present the required documents to the assigned personnel who, then assesses the tax due.	The Transfer Tax Bill is computed and released to the taxpayer		15 minutes	JOCELYN D. DOLOIRAS Local Revenue Collection Officer II ROLANDO A. BOBIS JR. Local Revenue Collection Officer I ARIEL M. MACALALAD Administrative Aide II
2. Payment The Taxpayer pays the required taxes to the assigned collector at the counter.	An Official Receipt is issued.		10 minutes	Collecting Personnel: OLGA B. IMPERIAL Revenue Collection Clerk II JOEL R. ARROYO Revenue Collection Clerk II MARY JANE S. BELLEZA Administrative



				Aide IV (Clerk II) CRISTHABELLE B. VELARDE Revenue Collection Clerk I HAIDE C. SEMPUEGO Revenue Collection Clerk II LEO RICARDO N. GENERAL Collector Designate DEXTER B. QUIAPO Revenue Collection Clerk II Reliever: TUDY T. ESTRELLA Revenue Collection Clerk II ROSABELINDA R. DEL VILLAR Admin Aide IV MARILYN S. EMBESTRO Local Revenue Collection Officer II
TOTAL			P	25 minutes

CITY TREASURER'S OFFICE

Room 101, G/F Main Building, J. Miranda Avenue, City Hall Complex, Concepcion Pequeña, Naga City

For more information, please contact:

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