

CITY TREASURER'S OFFICE
Internal Services

1. Issuance of Notice of Real Property Tax Delinquencies

Failure to pay Real Property Taxes of both Basic Tax and Special Education Fund Tax on the due date shall be subject to a penalty of two percent (2%) for each delinquent month. However, in no case, the total interests on unpaid taxes, or any portion thereof, shall not exceed thirty six (months) or a maximum of seventy two percent (72%).

Office or Division:		City Treasurer's Office (Real Property Division)		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notice of delinquency		City Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accept Notice of Tax Delinquency	1. Issue Notice of Tax Delinquency to property owner or administrator or occupant	None	4 days	LRCO I Or Bookbinder II CTO, RPT DIVISION City Treasurer's Office
TOTAL:		None	4 days	

2. Recording of Vouchers (including Payrolls)

Voucher is a necessary source document and proof that transaction has taken place. If each transaction is properly recorded, then a voucher is available as proof of transaction.

Office or Division:	City Treasurer's Office/Administrative Division
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Vouchers		Accounting personnel		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit voucher for receiving	1.1 Accept voucher	None	2 minutes	Casual Clerk Or Admin Aide III (Utility worker II) Admin
	1.2. Record voucher		5 minutes	Asst. CTO
	1.3. Initial and sign the voucher recorded		3 minutes	Metro Aide II (Re-assigned Personnel)
	1.4. Submit the recorded voucher to City Admin		5 minutes	City Treasurer's Office
TOTAL:			15 minutes	