



**GROSS RECEIPTS/SALES
DECLARATION**

We/I hereby declare, under pain of perjury, as a requirement for application/renewal of Business Permits and License in accordance with the Quezon City Revenue Code, as amended, thus:

Taxpayer: _____

Partnership Corporation

Address: _____

Single Proprietorship Cooperative

KIND/NATURE OF BUSINESS	AREA (In Sq. Meters)	MAYOR'S/BUSINESS PERMITNO.	GROSS SALES/RECEIPTS	
			2024	2025
SUMMARY OF SALES PER VAT / PERCENTAGE TAX RETURN / QUARTERLY INCOME TAX RETURNS			CHECKLIST OF ORIGINAL DOCUMENTS TO BE PRESENTED FOR EVALUATION AND PHOTOCOPY FOR SUBMISSION	
1 st Quarter			<input type="checkbox"/> 2025 Mayor's Permit w/ Tax Payment Receipt <input type="checkbox"/> 2025 VAT Returns/ Percentage Tax Returns / ITRs whichever is applicable <input type="checkbox"/> 2025 Summary List of Sales duly received by BIR <input type="checkbox"/> 2024 ITRs & Audited Financial Statements <input type="checkbox"/> 2025 Certified Breakdown of Sales from other line of business or branches, if any. Other LGUs Mayor's Permit & Receipts <input type="checkbox"/> Certificate of Incentives/Exemption, if applicable <input type="checkbox"/> 2026 Community Tax Certificate (CEDULA), if any	
2 nd Quarter				
3 rd Quarter				
October				
November				
December				
TOTAL:				
PRINTED NAME AND SIGNATURE OF APPLICANT	POSITION:	EMAIL ADDRESS	CONFORME BY OWNER/MANAGER	
		PHONE NO.:		

EVALUATED BY: _____

Date: _____

(Signature Over Printed Name)

Business Tax Assessment 2026

#WeServeWithJoy



QCG.CTO.EID.F.01



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