

RETIRING A BUSINESS PERMIT

Enterprises that have closed or ceased to exist, or whose ownership has changed, must file an Application for Retirement of Business. This should be done to update the City Government's records and avoid accumulation of tax payments and penalties.

Office Address	:	The City Hall, 1 st Floor City Hall Annex Building City Treasurer's Office, Capistrano-Hayes Streets Cagayan de Oro City
Contact No.	:	088 857 5044, 088 857 5043
Email Address	:	citytreasurer.cagayandeoro@gmail.com
Frontline Personnel	:	Mr. Noel Collado Ms. Marivic Albaña
Frontline Supervisor	:	Ginaline E. Racines Chief, Tax Mapping Division
Office Head	:	Mr. Glenn C. Bañez, MPA, Ph.D.
Client/s	:	Enterprises/Business operators in Cagayan de Oro City
Requirement/s	:	<ul style="list-style-type: none"> • Request for Business Retirement (personally filed by the owner or authorized representative) • Affidavit of Closure • Financial Statements • Annual Income Tax Return, VAT or Percentage Tax Payments • Original Business Permit and official receipts issued by the City Treasurer's Office • Sales Book • Map of Business Location (Sketch) • Board Resolution regarding closure of operation (for corporation)
Schedule	:	Monday to Friday, 8:00 am to 5:00 pm Saturday, 9:00 AM to 3:00 PM
Fee/s	:	P 150.00 (Business Retirement Fee) plus corresponding penalties for non-compliance of required documents) Depending on amount of business taxes due, if any
Duration	:	Minimum – 1 day and 35 minutes Maximum – 1 day and 57 minutes

HOW TO AVAIL OF THE SERVICE:

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT AND PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
1	Submit requirements	Evaluate submitted documents and schedule inspection	Frontline Personnel Chief, Business Tax Mapping Division	Business Tax Mapping Division	1-2 minutes
		Conduct of actual inspection on the establishment and prepare report	Tax Mappers		1 day
		Evaluate Inspection Report	Chief, Tax Mapping Division	10-15 minutes	
		Assessment of applicant's tax deficiency/delinquency, if any	Chief, Revenue Examination & Verifivation Division	Revenue Examination & Review Division	10-15 minutes
		Prepare order of payment	Frontline Personnel		
2	Pay assessed taxes and fees, if any	Issue Official Receipt	Revenue Collectors, Business Tax Division	City Treasurer's Office, J.V. Serina Building	2-5 minutes
3	Present Order of Payment with Official Receipt and receive Notice of Retirement/Clearance Form	Issuance of Notice of Retirement/Clearance Form	Frontline Personnel, Computer Division	City Treasurer's Office, J.V. Serina Building	2-5 minutes

STEP	CLIENT ACTION	LGU ACTION	OFFICE OR UNIT AND PERSON RESPONSIBLE	LOCATION OF SERVICE	DURATION OF SERVICE
4	Secure signatures required on Retirement/ Clearance Form and receive approved copy	Sign Notice of Retirement/Clearance and release to Taxpayer	Chief of concerned Divisions 1. Revenue Exam. 2. Business Tax Mapping 3. Business Tax 4. City Treasurer	City Treasurer's Office 1 st Floor City Hall Annex Building, Cagayan de Oro City	10-15 minutes