



Republic of the Philippines  
QUEZON CITY



**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 : \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address : \_\_\_\_\_ Phone: \_\_\_\_\_

Partnership  Corporation  Single Proprietorship  Cooperative Reg.No. \_\_\_\_\_

KIND / NATURE OF BUSINESS	AREA ( In Sq. Meters )	MAYOR'S / BUSINESS PERMIT NO.	GROSS SALES / RECEIPTS	
			2021	2022

**SUMMARY OF SALES PER VAT / PERCENTAGE TAX RETURN / QUARTERLY  
INCOME TAX RETURNS**

1st Quarter	
2nd Quarter	
3rd Quarter	
October	
November	
December	

**CHECKLIST OF ORIGINAL DOCUMENTS TO BE PRESENTED  
FOR EVALUATION**

- 2022 Mayor's Permit w/ Tax Payment Receipt  
 2022 Certified Breakdown of Sales from other line of business or branches, if any. Other LGUs Mayor's Permit  
 2022 VAT Returns / Percentage Tax Returns / ITRs whichever is applicable  
 2021 ITRs & Audited Financial Statements

**DO NOT WRITE BEYOND THIS POINT . FOR EVALUATOR'S USE ONLY.**

TAX YEAR	NATURE OF BUSINESS	GROSS SALES / RECEIPTS	REMARKS / FINDINGS

EVALUATED BY : \_\_\_\_\_

( Signature Over Printed Name )

Date: \_\_\_\_\_

**Business Tax Assessment 2023**

QCG-CTO(BT)F1-V2

#WeServeWithJOY



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