

1. Issuance of Certificate of Creditable Tax Withheld at Source (Bureau of Internal Revenue Form 2307)

This service caters the request of the client to have a copy of the Certificate of Creditable Tax Withheld at Source.

Office or Division:	Municipal Accounting Office (MACCO)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen			
Who may avail:	Suppliers (goods and services) of the Local Government Unit (LGU) - Tagoloan, with expanded withholding tax deduction			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved Disbursement Voucher			Client	
Photocopy of issued check			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request copy of Creditable Tax Withheld at Source	1.1 Check completeness of supporting documents and prepare Bureau of Internal Revenue (BIR) form 2307	None	60 minutes	<i>Data Controller</i> Municipal Accounting Office
	2 Review and sign form	None	1 day	<i>Municipal Accountant</i> Municipal Accounting Office
	3 Logout and release signed Bureau of Internal Revenue (BIR) form 2307	None	30 minutes	<i>Data Controller</i> Municipal Accounting Office
TOTAL:			1 day, 1 hour and 30 minutes	