



ISSUANCE OF OFFICIAL RECEIPT FOR COLLECTIONS				
Service Description	The service involves issuance of official receipts for collections, whether cash or check, paid directly to NTA by private or public individual or entity, in exchange for a service rendered, goods offered, or for other purposes.			
Office or Division	Budget and Cash Management Division – Finance Department			
Classification	Simple Transaction			
Type of Transaction	G2B; G2G; G2C			
Who May Avail	Brokers/Agents of Exporters/Importers/Transshippers Cigarette Manufacturers Tobacco Traders Fertilizer Companies/Suppliers Local Government Units Private and public Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Statement of Account, if applicable (1 copy) 2. For brokers/agents of tobacco companies: - Import/Export/Transshipment documents as basis for billing by the Regulation Department <i>Note: Billing process is included in the 'Issuance of xx' documents service process. (1 photocopy each)</i>			From the Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for payment, or for brokers, present RD computation (Finance Dept-4 th FI)	1.1 Inquires on the nature of payment to be made;	None	2 minutes	<i>Bookkeeper/ Financial Analyst Accounting Div. - Finance Dept (FD)</i>
	1.2 Prepares and signs Order of Payment	None	5 minutes	<i>Bookkeeper/ Financial Analyst Accounting Div.</i>
2. Pay (Finance Dept – 4 th FI)	2.1 Receive Order of Payment and cash/check payt	Amount due indicated in Order of Payment	2 minutes	<i>Spvng Cashier/ Cashier II Budget and Cash Mgt Division - FD</i>
	2.2 Prepare and sign OR			
3. Receive OR (Finance Dept-4 th FI)	3.1 Issue Official Receipt	None	2 minutes	<i>Spvng Cashier/ Cashier II Budget and Cash Mgt Division - FD</i>
Total processing time			0 Day, 0 Hr, 11 Min	