Republic of the Philippines
MUNICIPALITY OF TAYTAY
Province of Rizal
BUSINESS PERMIT AND LICENSE SECTION

RETIREMENT FORM

Sir: Date:_____

Pursuant to the provision of Ordinance No.12 series of 2017 of Taytay, Rizal, I am herewith applying for the RETIREMENT for the following business located at:

NAME OF BUSINESS / ADDRESS	GROSS SALES
_____	_____
_____	

Submitted herewith for cancellation, together with the Mayor's Permit and the following Official Receipts covering payment of Business fees and taxes during the current year,

O.R. No. _____ **Date** _____ **Amount** _____

O.R. No. _____ **Date** _____ **Amount** _____

Very Truly yours,

Note: The mere filing of this application does not automatically relieve the applicant of any tax liability. He / She shall submit to this office pertinent documents relative thereto for verification.

_____
Applicant
(Signature Over Printed Name)

SUBSCRIBED AND SWORN TO before me this _____ , at Taytay, Rizal, affiant exhibiting to me his / her Community Tax Certificate No. _____ issued at TAYTAY, RIZAL on _____ .

Doc. No. _____
Page No. _____
Book No. _____
Series No. _____

(Applicant should not fill below this line)

REPORT OF INSPECTION

( ) Still Operating
( ) Has stopped Operation
When _____

Inspected By:

_____
MTO-INSPECTOR
Signature Over Printed Name

RECOMMENDATION:
( ) For Approval
( ) For Collection of Deficiency
( ) For Non-Approval
Deficiency Tax Due _____

Date Inspected : _____

Approved By:

HON. ALLAN MARTINE S. DE LEON
Municipal Mayor
By the Authority of the MAYOR

Recommended By:

ROSE B. ISIDRO
Acting Municipal Treasurer

Atty. ALDRICK DAVEN M. MENDOZA
Municipal Administrator

ACCNT NO: ._____ MAYOR'S / BUSINESS PERMIT #_____

TAXPAYERS NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

NATURE OF BUSINESS (TO BE RETIRED): _____

CONTACT NUMBER: _____

SKETCH OF BUSINESS ADDRESS

REMARKS _____

_____

_____

SIGNATURE OVER PRINTED NAME

REQUIREMENTS / DOCUMENTS SUBMITTED

1. Previous Mayor's Permit (Original)
2. Business Plate
3. Affidavit of Business Closure stating reason of Retirement and its effectivity date for Single Proprietor
4. If represented, Special Power of Attorney of Authorization letter with CLEAR XEROX Id of Taxpayer/applicant and authorized person (Original SPA)
5. Board Resolution and Secretary Certificate stating Reason for Retirement of the Business and its effectivity; and authorized representative for Corporation
6. Latest payments / Official Receipt
7. Barangay Certificate of Closure
8. Certification of / Gross sales
9. Audited Financial Statement
10. ITR (Monthly/Quarterly/Annual)
11. Sketch of place of Business