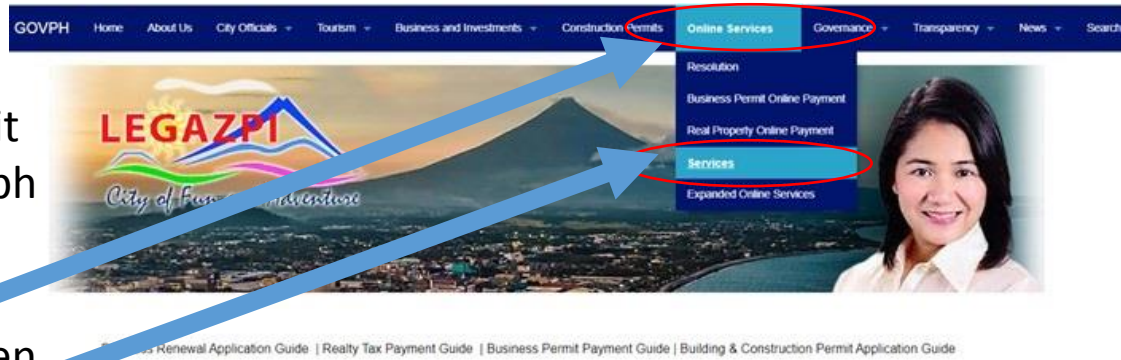


Business Permit online payment guide

Step 1

Using your browser, visit legazpi.gov.ph and click **Online Services**, then **Services**



Then click this image



Step 2

click **Business Online Billing**

Select Transaction

Business

Business Online Billing
Renew Business Application

Real Property

Realty Tax Online Billing

Building and Construction

Building Permit Application
Certificate of Occupancy Application

Input your Email add and CP No.

Business Online Billing

Email Verification

A validation key will be sent to your email. Please make sure your email is valid and you have access to it.

Email Address

Mobile No.

Then click submit

Submit

A 6 digit code will be sent to your email if you input your email, and to your CP if you input CP Number

Input the 6 digit code sent to your email or CP



Business Online Billing

Email Verification

Please check your email inbox or spam for the sent 6-digit validation key. If you have not received any email, please click resend code.

Email Code
576801

Resend Code

Verify

Then click verify



Input the Application Number or BIN can be found in your Tax Order of Payment



Business Online Billing

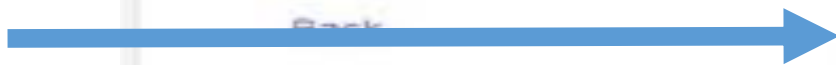
Initial Information

BIN or Application No.

Back

Next

Then click next



REPUBLIC OF THE PHILIPPINES
CITY OF LEGAZPI
Office of the City Treasurer
Business Tax Division



BIN : B13720200700043
Trade Name : SAMPLE1
Address : BAGUMBAYAN, LEGAZPI CITY
Proprietor : YUSON, AGUEDA V (IND0000000078633)
Address : BAGUMBAYAN, LEGAZPI CITY

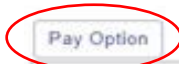
Application No : B13720200700043-2L
Type : RENEW (2021)
Date : January 12, 2021

Business Online Billing

Billing Information

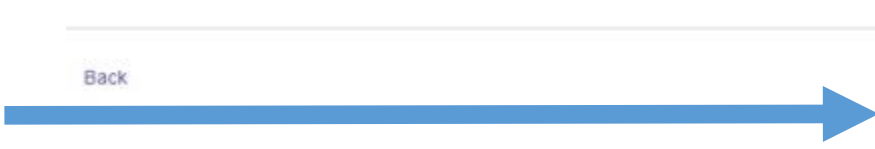
Application No. B13720210200037-2R
Application Type RENEW
Date Filed 2022-01-07
BIN B13720210200037
Trade Name -
Owner Name C
Business Address II

Click Pay Option



| Particulars | Amount | Surcharge | Interest | Total |
|--|--------|-----------|----------|--------|
| RETAIL OF BARBECUE -BUSINESS TAX | 330.00 | 61.89 | 24.75 | 416.64 |
| RETAIL OF BARBECUE -MAYORS PERMIT BUSINESS | 200.00 | 0 | 0 | 200.00 |
| RETAIL OF BARBECUE -HEALTH CARD | 350.00 | 0 | 0 | 350.00 |

Then click Confirm Payment



Business Online Billing

Email Verification

A validation key will be sent to your email. Please make sure your email is valid and you have access to it.

Input your Email add



Email Address *
Mobile No:
(0927) 496-5288

Then click submit



Business Online Billing

Email Verification

Please check your email inbox or spam for the sent 6-digit validation key. If you have not received any email, please click resend code.

Input 6-digit validation key sent to your email



Email Code
Enter code sent to your email

Resend Code

Then click verify



Confirm Transaction

Please confirm and fill up name and address of the payer for your electronic official receipt and click Continue to proceed for payment.

Input Paid by Name

Input Paid by Address

Paid By Name *

Paid By Address *

Payment Details

Php 2,900.64

Then click Continue

Continue

Then tick the box

I acknowledge and agree to the Terms and Conditions of this e-payment facility.

Step 3

Your Order

| | |
|-------------|---|
| Agency | Legazpi City |
| Particulars | Business Tax for Application No. B13720210200037-2R |
| Paid By | CHARD |
| Amount | PHP 2,900.64 |



I acknowledge and agree to the Terms and Conditions of this e-payment facility.

Click to choose Type of Payment:

Choose your preferred payment gateway and proceed with the payment using your credit or debit cards

