

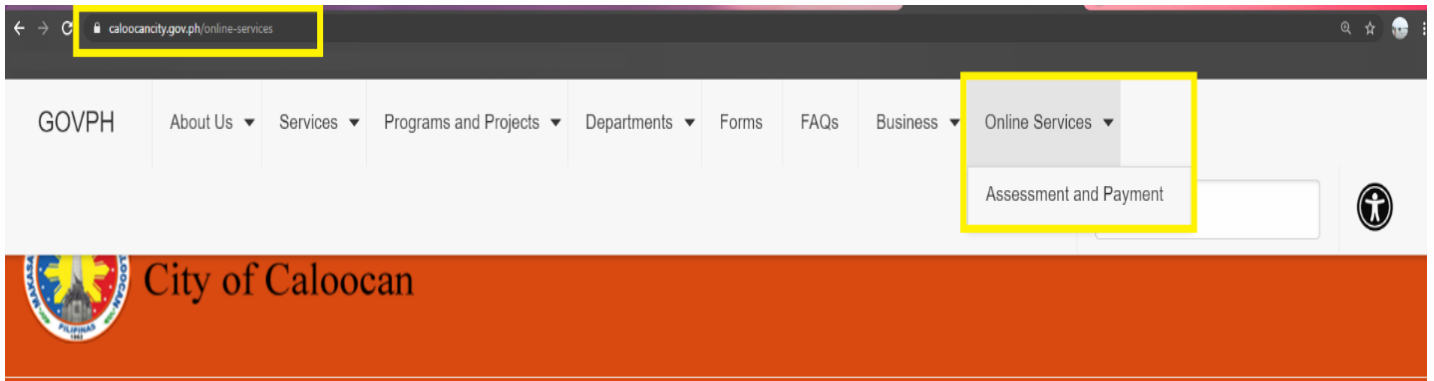
Guide on How to Register and Use the CALOOCAN CITY Web Service Portal (Taxpayer Account)



In line with the commitment of the City Government of Caloocan to its constituent and its valued Taxpayers. The City of Caloocan Launches Web Service Portal that will provide services in a way convenient to taxpayer`s. But first, here`s a quick guide on how to register your Account (members account) to be able to access services.

For more questions, please visit us on <http://www.caloocancity.gov.ph/departments-offices1/contact-details#>

How to register in the Caloocan City website



Signup Guide Downloadable Forms

Create New Account

First Name: Juan
Last Name: Dela Cruz
Birth Date: 07/08/1980
Gender: Male
Email Address: juandelacruz@gmail.com
Mobile Number: 09101234567
Resident of CALOOCAN CITY:
Password: *****
Confirm Password: *****

This question will help us verify your identity should you forget your password.
Security Question: What primary school did you attend?
Security Answer: CMES

I'm not a robot reCAPTCHA

[Didn't receive email verification link](#)

By clicking Sign Up, you agree and that you have read our [Terms and Conditions](#)

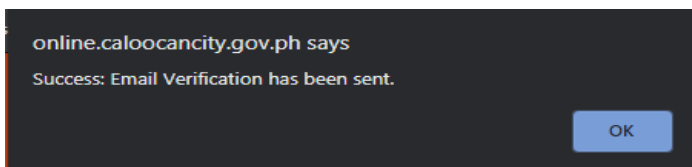
Sign Up

STEPS

Step1. Go to the [Caloocan City Website \(https://caloocancity.gov.ph/online-services\)](https://caloocancity.gov.ph/online-services)

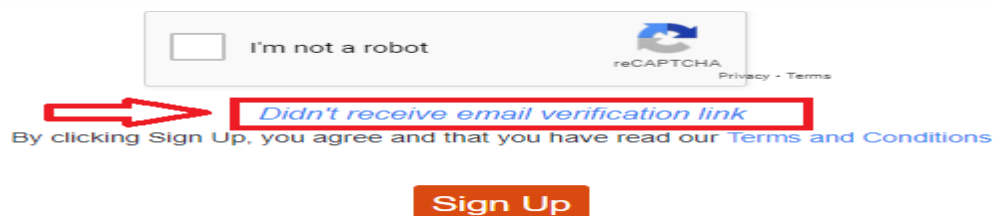
Step2. Under Online Services Tab click "Assessment and Payment".

Step3. Enter all information needed and click Sign Up.



Note: Prompt notification will display upon clicking of Sign Up button **Sign Up**

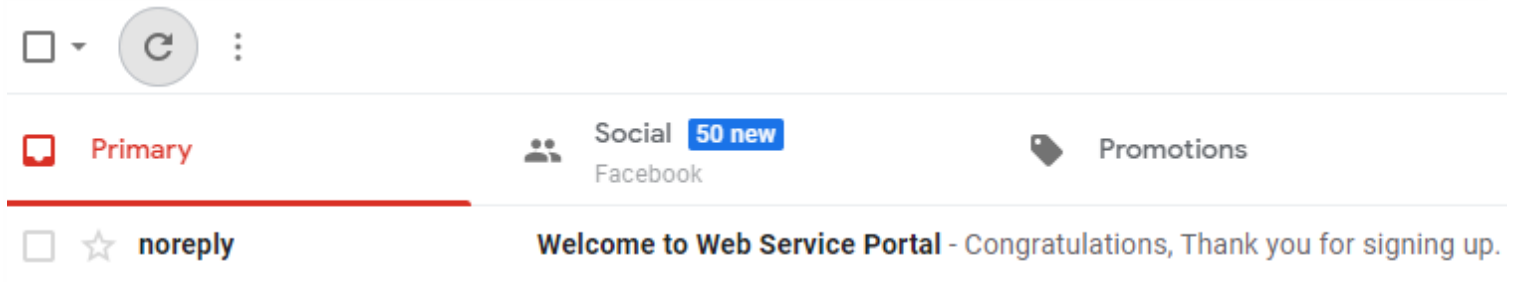
No email verification received?
Click the link [Didn't receive email verification link](#)



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Step4. A notice of registration and a link will be sent to your registered email

Check your registered Email. Click the link to verify your email.



Step5. Follow the instructions sent to your email to activate your account.

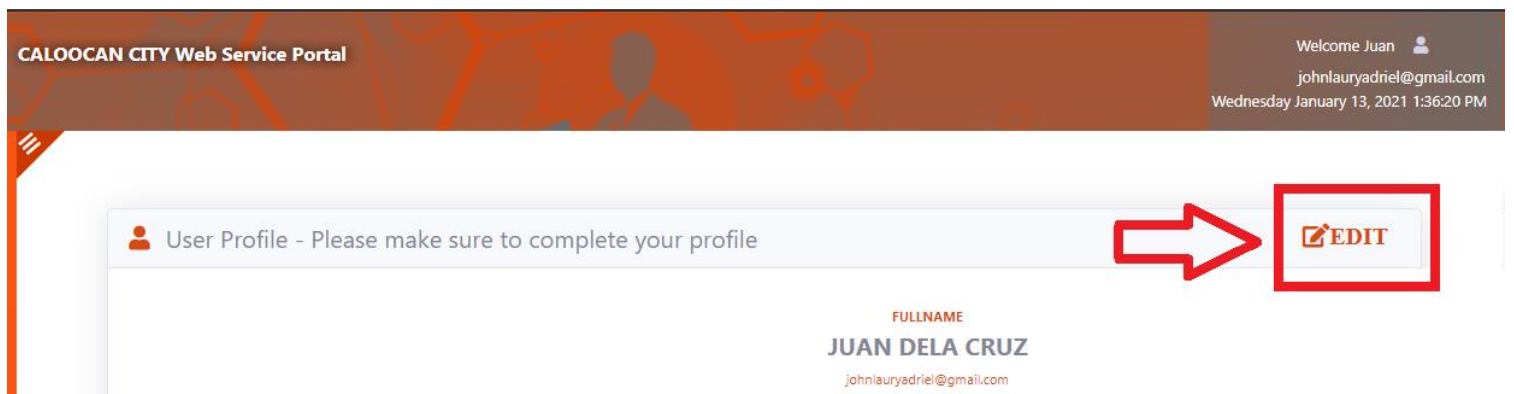
You're all set!

Your email johnlauryadriel@gmail.com has been activated, Thank you for signing up. Click [here](#) and start using our Online Services!

Sign In

A sign-in form with a dark background. It has two input fields: 'Email Address' containing 'juandelacruz@gmail.com' and 'Password' with masked characters. A 'Sign In' button is to the right. Below the email field is a link for 'Forgot password?'.

Step6. Update the user profile by clicking Edit then update information and save.



For more questions, please visit us on <http://www.caloocancity.gov.ph/departments-offices1/contact-details#>

Edit Profile



| | |
|--|--|
| Firstname * Juan | Middlename Reyes |
| Lastname * Dela Cruz | Suffix Enter Suffix |
| Birthdate * 07/08/1980 | Gender Male |
| Address * Chico St. Barangay 60 Caloocan City | Birthplace * Pasig City |
| Citizenship * Filipino | Civil Status * Single |
| Profession * Teacher | TIN 123-456-789-0 |
| Mobile Number * 09101234567 | Alternate Contact Number Alternate Mobile No. |
| Telephone Number 021234567 | Height (m) 1.3 |
| Weight (kls) 75 | Alternate Email Alternate Email |

I am a resident of CALOOCAN CITY

Note: Supported file Extension(.png,.jpg,.pdf)

| | |
|---|--|
| Government ID Choose File UMID.jpg | Special Power of Attorney Choose File |
| Board Resolution/Secretary Certificate Choose File | |

Close

Save changes



Reminders!

When you update the user profile make sure to upload the following:

- One (1) Valid Government I.D.
- Special Power of Attorney (if you are representative).
- Board Resolution/Secretary Certificate (if you are representing in behalf of you're the company).

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Services and Facilities available in the CALOOCAN CITY Web Service Portal (Real Property Tax Related Transactions)

Once you have successfully registered your account, you can now check your information and access different online services through the website.

Here are the services available:

- **Enrollment of Real Property Account**

Account Information

Enroll Business:
Enter Bin: Enter OR No.: **Enroll**

Enroll Property:
Enter TDN: Enter OR No.: **Enroll**

* Registered Business wanting to apply for renewal or pay their quarterly dues, enroll your business account number(BIN) and latest Official Receipt Number(O.R) for verification

* Registered / Declared Property(ies) wanting to pay annual & quarterly dues, enroll your Tax Declaration number(TDN) and latest Official Receipt Number(O.R) for verification

Business Permit Account (for Renewal) ⌵

Business Permit Account (for Payment) ⌵

Real Property Account ⌵

Step1. To enroll Property, input Tax Declaration Number and the corresponding latest official receipt paid. Then, click the “Enroll” button.

Step2. System will automatically send an email notification to your registered email address regarding the enrollment application status.

Step3. Wait for verification and approval

Step4. Once approved you will receive an email notification

- **Real Property Payment**

Step1. Under the Real Property Account Click Payment.

Real Property Account ⌵

| Tax. Dec. No | PIN | Kind | Declared Owner | Property Location | Action |
|-------------------|------------------------|-----------|----------------|-------------------|---|
| 01-001-90002-19-C | 113-01-001-01-201-B001 | Buildings | | | Information Other Transaction Payment |

SAMPLE ONLY

Select Multiple Property

For more questions, please visit us on <http://www.caloocancity.gov.ph/departments-offices1/contact-details#>

Step2. Choose the year and quarter you want to pay then click Proceed to Payment

RPT Billing

Tax, Dec. No: 01-001-90003-19-I PIN: 113-01-001-01-201-M001 Kind: Machinery Declared Owner: LAURO BARTOLO Property Location: A Bonifacio

Year: 2021 Quarter: 4th Quarter

| Year | Qtr | TDN | Ass. Value | Basic Tax | Pen/Disc | SEF | Pen/Disc | IDLE | Pen/Disc | Total |
|------|-----|-------------------|------------|-----------|----------|--------|----------|------|----------|----------|
| 2021 | 4 | 01-001-90003-19-I | 384,000.00 | 1,920.00 | (288.00) | 960.00 | (144.00) | 0.00 | 0.00 | 2,448.00 |
| 2021 | 3 | 01-001-90003-19-I | 384,000.00 | 1,920.00 | (288.00) | 960.00 | (144.00) | 0.00 | 0.00 | 2,448.00 |
| 2021 | 2 | 01-001-90003-19-I | 384,000.00 | 1,920.00 | (288.00) | 960.00 | (144.00) | 0.00 | 0.00 | 2,448.00 |
| 2021 | 1 | 01-001-90003-19-I | 384,000.00 | 1,920.00 | (288.00) | 960.00 | (144.00) | 0.00 | 0.00 | 2,448.00 |

How would you like your documents to be received? Pickup

Total Amount Due: 9792

Step3. To view and download assessment, click Print Statement of Account button or SOA (optional).

Step4. Click proceeds to payment button, then system will give you options:

- a.) Land Bank of the Philippines/ Other Bancnet (Online Payment).
- b.) Over the counter (City Hall payment).

Step5. Click “Pay Now” button.

1 RPTPAYMENT 2 Payment 3 Complete

Online Payment

Transaction Type: RPTPAYMENT

Account Number: WEB-2021-000494 Amount: 100.96

Select Payment Method

LandBank of the Philippines / Other Bancnet

Over the Counter Payment (City Hall)

Helpful Tips!

If you will choose to pay using “over the counter” option at City Hall, please prepare three (3) copies of SOA that will be presented personally to cashier window.

Step 4: If you will choose LandBank as your payment method just fill out the information needed to proceed



- Home
- Merchant
- Security
- Forms
- Terms & Conditions
- Data Privacy Statement
- FAQ
- Contact Us

Home » Transactions

Transactions

Transaction Details

| | |
|------------------------|---|
| Merchant Name | City Government of Caloocan |
| Transaction Type | Real Property Tax |
| Description | Real Property Tax Payment |
| Tax Declaration Number | 33 |
| Online ID | Cherry Tugay |
| Payor Name | yrrehc05@gmail.com |
| Payment Option | <input type="text" value="--Select--"/> |

SAMPLE ONLY

- Select--
- LANDBANK
- BancNet
- Cash Payment
- Other Banks via PCHC PayGate

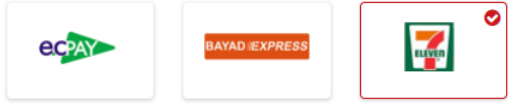
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BancNet

Cash Payment

- Please select your bank
- Please select your bank
- Asia United Bank
- BPI Direct Banko
- CTBC Bank
- Citystate Savings Bank
- DBP
- Enterprise Bank
- Entrepreneur Bank
- Equicom Savings Bank
- Luzon Development Bank
- MASS SPECC
- Malayan Bank
- Overseas Filipino Bank
- PBCom
- Philippine Business Bank
- Philtrust Bank
- Sterling Bank of Asia
- Sun Savings Bank

Over The Counter




The image shows three payment options under the heading "Over The Counter": eCPAY, BAYAD EXPRESS, and 7-Eleven. The 7-Eleven option is highlighted with a red border and a checkmark.

Other Banks via PCHC PayGate


Pay Now Using Your Bank Account

We support the following forms of payment. Please choose one of the following options to continue:


Scan QR Code
Using your bank's mobile banking application



Receive a One-Time PIN
Receive a One-Time PIN on your cell phone.
Registration may be needed



Login to Online Banking
Pay using your bank's online banking site.



PESONet

Step5. The BANK will send an email notification to you regarding online payment transaction.

Reminders!

- Make sure to print or screenshot the confirmation of your payment in Real Property Tax.

For more questions, please visit us on <http://www.caloocancity.gov.ph/departments-offices1/contact-details#>

- Appointment (Schedule Appointment Based on Requested Transactions).

Step1. Click on appointment

The screenshot shows the 'Appointment Purpose' form. On the left is a vertical sidebar with menu items: Accounts, Register New Business, Declaration of New Property, Cedula, Miscellaneous, Appointment (highlighted with a red arrow), and Downloadable Forms. The main form area has two dropdown menus: 'Select Department:' with 'Select' as the current value, and 'Select Appointment Type:' which is empty. To the right is a 'Requirements:' box. At the bottom are 'Back' and 'Next' buttons.

Step2. Choose the Department and your Appointment Type

This screenshot shows the form after selections. 'City Assessors Office' is selected in the 'Select Department:' dropdown. The 'Select Appointment Type:' dropdown is open, showing a list of options with 'Transfer of Ownership/Segregation of Land & Improvement' selected. To the right, a 'Requirements:' box lists the following: Requirements of Transfer of Ownership/Segregation of Land & Improvement

- **Certified true copy of TITLE** Issued by Register of Deeds (present year)
- **DEED OF SALE** or any documents of transfer (*Photocopy*)
- **REALTY TAX RECEIPT & TAX CLERANCE**-Present Year(*Photocopy*)
- **TRANSFER OF TAX RECEIPT**(Certified Xerox Copy)
- **CERTIFICATE AUTHORIZING REGISTRATION(CAR)**-*Blue copy & 1 Photocopy* *if blue copy not available,certified true copy of CAR issued by BIR.
- **TAX DECLARATION** of land & building (*old owner*)
- **ID of OWNER** and **REPRESENTATIVE**(*Photocopy*)
- **SUBDIVISION PLAN**(if SEGREGATED)
- **AUTHORIZATION LETTER** or **SPA** from the property owner (if representative)
- **PICTURE OF THE PROPERTY**
- **SKETCH MAP OF THE PROPERTY**
- **MAYOR'S PERMIT (BPLO)** if the vendor is company.(*Photocopy*)
- **BUSINESS TAX RECEIPT (BPLO)** if the vendor is company.(*Certified true copy*)
- **ARTICLES OF INCORPORATION** (if the vendor is company - *Photocopy*)

For more questions, please visit us on <http://www.caloocancity.gov.ph/departments-offices1/contact-details#>

Step3. Choose the date of your appointment

Department:
City Assessors Office

Transaction Type:
Transfer of Ownership/Segregation of
Land & Improvement

Purpose:

Note: To set your appointment schedule, please click on the AM or PM button before uploading supported documents

December 2020

today ◀ ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 AM Slots 250 PM Slots 250 | 10 AM Slots 250 PM Slots 250 | 11 AM Slots 250 PM Slots 250 | 12 |
| 13 | 14 AM Slots 250 PM Slots 250 | 15 AM Slots 250 PM Slots 250 | 16 AM Slots 250 PM Slots 250 | 17 AM Slots 250 PM Slots 250 | 18 AM Slots 250 PM Slots 250 | 19 |
| 20 AM Slots 250 PM Slots 250 | 21 AM Slots 250 PM Slots 250 | 22 AM Slots 250 PM Slots 250 | 23 AM Slots 250 PM Slots 250 | 24 AM Slots 250 PM Slots 250 | 25 AM Slots 250 PM Slots 250 | 26 |
| 27 AM Slots 250 PM Slots 250 | 28 AM Slots 250 PM Slots 250 | 29 AM Slots 250 PM Slots 250 | 30 AM Slots 250 PM Slots 250 | 31 AM Slots 250 PM Slots 250 | 1 | 2 |

Step4. Confirm your appointment schedule

Appointment Confirmation

* Please confirm if all the entries are correct

| | |
|--|---|
| TRANSACTION TYPE Transfer of Ownership/Segregation of Land & Improvement | APPOINTMENT DATE December 09, 2020 AM |
| DEPARTMENT City Assessors Office | PURPOSE |

You will receive an Email

Confirm

For more questions, please visit us on
<http://www.caloocancity.gov.ph/departments-offices1/contact-details#>