

### 3. Issuance of Certification of Certificate of Tax Withheld

The Certificate of Tax Withheld is attached to disbursement vouchers with tax deductions.

<b>Office or Division:</b>	PACCO- Remittance Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	Suppliers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Checks attached to disbursement vouchers with Accountant's Advice duly received by LBP		Provincial Administrator's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approved Checks attached to disbursement vouchers with Accountant's Advice duly received by LBP	Prepares the Certificate of Tax Withheld	None	5mins	<i>-Remittance Division staff assigned</i>
<b>TOTAL:</b>		<b>None</b>	<b>5 mins</b>	