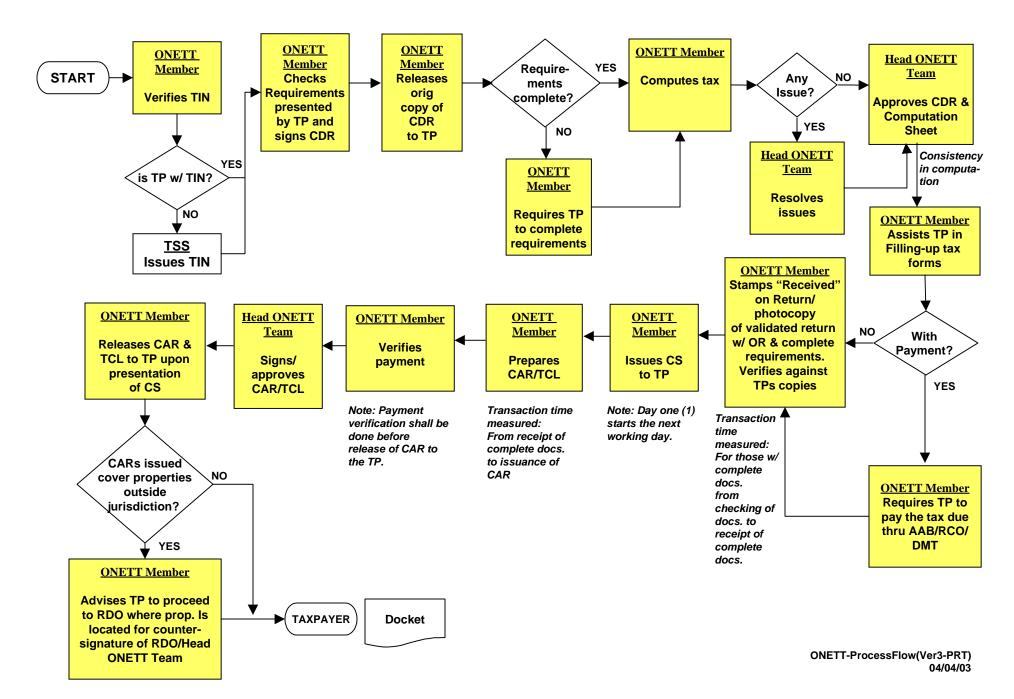# ONE-TIME TRANSACTION (ONETT) PROCESS FLOWCHART

1

START

ONETT Member
Verifies TIN

is TP w/ TIN? — YES → (continues)
NO ↓

TSS
Issues TIN

ONETT Member
Checks Requirements presented by TP and signs CDR

ONETT Member
Releases orig copy of CDR to TP

Require-ments complete? — YES → ; NO ↓

ONETT Member
Requires TP to complete requirements

ONETT Member
Computes tax

Any Issue? — NO → ; YES ↓

Head ONETT Team
Resolves issues

Head ONETT Team
Approves CDR & Computation Sheet

Consistency in computation

ONETT Member
Assists TP in Filling-up tax forms

With Payment? — NO → ; YES ↓

ONETT Member
Requires TP to pay the tax due thru AAB/RCO/DMT

ONETT Member
Stamps "Received" on Return/ photocopy of validated return w/ OR & complete requirements. Verifies against TPs copies

Transaction time measured: For those w/ complete docs. from checking of docs. to receipt of complete docs.

ONETT Member
Issues CS to TP

Note: Day one (1) starts the next working day.

ONETT Member
Prepares CAR/TCL

Transaction time measured: From receipt of complete docs. to issuance of CAR

ONETT Member
Verifies payment

Note: Payment verification shall be done before release of CAR to the TP.

Head ONETT Team
Signs/ approves CAR/TCL

ONETT Member
Releases CAR & TCL to TP upon presentation of CS

CARs issued cover properties outside jurisdiction? — NO → ; YES ↓

ONETT Member
Advises TP to proceed to RDO where prop. Is located for counter-signature of RDO/Head ONETT Team

TAXPAYER

Docket