City of Sacramento
Cannabis Stakeholder Meeting

April 14, 2022
Ranelle Kawasaki
Who Pays Business Operations Tax (BOT)?

- Companies and Individuals
- Anyone engaged in business within City limits
  - Regardless of physical location of business
How to Get a BOT

- On-Line
- In Person
- Mail
- E-Mail
How is BOT Calculated?

- Gross Receipts x Rate
  - Cannabis Industry Rate is 4%
  - Example: Receipts $8,595.72 x .04 = $343.83
- + State Fee - Senate Bill 1186
  - $4 annually, assessed every January
  - Item D of BOT Renewal Form
- + City Business Improvement District Fee (if applicable)
  - Item E of BOT Renewal Form
## Sample Monthly Payment Form

**Cannabis Manufacturing**

<table>
<thead>
<tr>
<th>BUSINESS NAME</th>
<th>PRIMARY OWNER(S)</th>
<th>ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-BUSINESS TYPE</td>
<td>123456</td>
</tr>
<tr>
<td></td>
<td>Cannabis - Manufacturing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAX PERIOD</td>
<td>01/01/2022 - 01/31/2022</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:** WHEN FILING BY MAIL USE THE ONLINE CALCULATOR AT [CITYOFSACRAMENTO.ORG/BOT](http://CITYOFSACRAMENTO.ORG/BOT) OR COMPLETE THIS PORTION TO DETERMINE AMOUNT DUE

<table>
<thead>
<tr>
<th>A. ENTER THE TOTAL GROSS RECEIPTS FOR THE REPORTING MONTH</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. TAX ON REPORTING GROSS RECEIPTS - MULTIPLY LINE A BY 4%</td>
<td>$</td>
</tr>
<tr>
<td>C. TAX DUE</td>
<td>$</td>
</tr>
<tr>
<td>D. STATE CASp FEE (annual)</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>E. BIA FEE - None</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>F. LATE PAYMENT PENALTY</td>
<td></td>
</tr>
<tr>
<td>ADD $15.00 PENALTY IF PAID AFTER 2/28/2022</td>
<td></td>
</tr>
<tr>
<td>ADD $115.00 PENALTY IF PAID AFTER 3/31/2022</td>
<td></td>
</tr>
<tr>
<td>G. AMOUNT DUE FROM PRIOR MONTH(S)</td>
<td>$</td>
</tr>
<tr>
<td>H. TOTAL AMOUNT DUE</td>
<td>$</td>
</tr>
</tbody>
</table>

RENEW YOUR CERTIFICATE TIMELY TO AVOID PENALTIES. OPERATING A BUSINESS WITHOUT A VALID TAX CERTIFICATE IS A VIOLATION OF THE CITY CODE.
What are Gross Receipts?

- Total Received From All Sales
- Not Reduced by Business Expenses
- Excludes Excise and Sales Taxes
When to Pay BOT

PAY EACH MONTH

LAST DAY OF THE FOLLOWING MONTH

PENALTIES IF LATE
How to Pay Tax

• Cash, Check, Money Order, Credit Card, e-Check and ACH
• Cash payments require an appointment.
  • Schedule online: https://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Cannabis-Business-Tax
  • 3 or more payments = longer appointment
Changes to Cash Payments

• No longer re-counting cash at City Hall
• Cash must be in a sealed, clear, tamper-resistant, bank deposit type bag
• Your sealed bag will be placed in a tamper-resistant bank deposit bag which will be sealed in your presence
• Staff will provide you with:
  – a register receipt
  – a copy of the cash verification form with deposit bag number
  – a copy of the deposit slip
• Forms to bring:
  – Completed cash payment verification form. If using more than one bag, please have a completed cash payment verification form for each bag
  – Completed business tax renewal form, operating permit number or Neighborhood Responsibility Agreement Invoice
• If you arrive late or with your cash unprepared, you must reschedule
Cash Payment Verification Form

INSTRUCTIONS: This form must be completed in advance of a deposit appointment by the business making the cash deposit. This form must accompany the sealed deposit bag and remain OUTSIDE the deposit bag.

SUBMIT: This completed form and sealed deposit bag with cash to City staff

ATTENTION: The following three items will be provided to you at your appointment:
1. A receipt of your payment
2. A copy of this completed form with the bank deposit bag number completed at the bottom
3. A copy of the bank deposit bag slip

IF YOU ARE MISSING ANY OF THESE ITEMS, PLEASE NOTIFY YOUR CASHIER IMMEDIATELY OR CALL (916) 808-125

DATE OF PAYMENT: 
PAYMENT TYPE (please select one): BUSINESS TAX PERMIT INVOICE 
TAX ACCOUNT, PERMIT or INVOICE NO: 
BUSINESS NAME: 
BUSINESS CONTACT NAME: 
BUSINESS CONTACT PHONE: 
TOTAL AMOUNT DELIVERED: 

<table>
<thead>
<tr>
<th>DENOMINATION OF AMOUNT DELIVERED</th>
<th>DENOMINATION COUNT</th>
<th>TOTAL VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1</td>
<td></td>
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</tr>
</tbody>
</table>

Denominations on this form should match the total deposit on the bank deposit slip

Revenue Staff Use Only:
DEPOSIT BAG NO: STAFF INITIALS:

Please sign below to verify the amount counted

Paying for more than one business? Use separate forms

Fill out **ALL** information

• Double check your math!
• Remember to sign the form
References & Contacts

Online Payment Portal:  https://sacramento.hdlgov.com/
E-mail: finance@cityofsacramento.org

City of Sacramento
ATTN: Ranelle Kawasaki
915 I Street, Room 1201
Sacramento, CA 95814
rkawasaki@cityofsacramento.org
Thank You