

Cash appointments will follow these steps:

- Place your cash payment in a sealed, clear, tamper-resistant, bank deposit type bag.
 - o **Please use a separate bag for each payment type (e.g. Business Tax, Neighborhood Responsibility Agreement Invoice, BOP renewal, etc)**
 - o **Complete a separate Cash Payment Verification form for each bag located here <https://www.cityofsacramento.org/-/media/Cash-Payment-Verification--fillable-52021.pdf>**
 - o Bags may be purchased at office supply stores or online.
- Bring the following forms with you to your appointment (do not put the forms in the bank deposit bag):
 - o a completed Cash Payment Verification Form, located here <https://www.cityofsacramento.org/-/media/Cash-Payment-Verification--fillable-52021.pdf>
 - o **Completed cash payment verification form for each bag**
 - o Business tax renewal form
 - o other corresponding documents if applicable (e.g. Business Operating Permit, Neighborhood Responsibility Agreement invoice, etc)
- Your appointment will be conducted in the same secure area in Room 1214 in New City Hall
- Your sealed deposit will be placed in a separate tamper-resistant bank deposit bag which will be sealed in your presence.
- Staff will provide you a register receipt for the payment and the bank deposit bag number.
- This number is unique to your payment and can be used later for tracking purposes.
- Your payment will then be picked up by armored transport for deposit to the City's depository bank.

If any discrepancy is discovered at that bank, we will inform you.