



ERIC GARCETTI
MAYOR

INSTRUCTIONS FOR YOUR L050 CANNABIS BUSINESS ACTIVITY AND 2018 BTRC RENEWAL

As of January 2nd, 2018, **Installment Agreements will NOT be considered for your 2018 business tax renewal.** Further, it is recommended that you obtain your invoice for a Temporary Approval from the Department of Cannabis Regulation (DCR) prior to proceeding to the Office of Finance to submit your 2018 business tax renewal and remit your Temporary Approval fee. Resolution of both are required to proceed with the Cannabis review process.

If you are planning to apply for a Department of Cannabis Regulation Temporary Approval, please visit the DCR website at www.cannabis.lacity.org. You must apply through the online licensing system hosted by DCR and print your registration invoice, which you must personally bring into the Office of Finance when remitting your licensing fees. (Please see back for instructions regarding cash payments.) Only an owner registered with DCR who brings the original form of identification used for registration with DCR may receive the physical Temporary Approval document from the Office of Finance. Additional instructions can be found on the DCR website.

Please note that the Department of Cannabis Regulation Temporary Approval **does not** replace the Business Tax Registration Certificate (BTRC). You are still required to renew your 2018 City of Los Angeles BTRC. The renewal period is January 1, 2018 through February 28, 2018.

Temporary Approval for Commercial Cannabis Activity

Additional information regarding cannabis licensing will be made available in the coming weeks. Currently, only Temporary Approvals are being issued. Please note that only those entities who qualify as an Existing Medical Marijuana Dispensary under Section 104.07 of the Los Angeles Municipal Code can apply for a Temporary Approval. Please continue to check the DCR website at www.cannabis.lacity.org for updates regarding the licensing procedure.

Cash Payments over \$1,000

Businesses paying cash in excess of \$1,000 are **required** to make an appointment for payment at Los Angeles City Hall. Please see the back of this insert for details. You can pay your Temporary Approval fees AND your 2018 renewal fees during the same appointment. **Note that check, money order, and credit card payments can be made at all three branch office locations and do not require an appointment.**

Cash Acceptance Appointment Program for Tax and License Payment

Contact

Appointment requests may be made by email or phone at least three business days in advance (but not more than a month in advance) of the desired appointment time.

Email: finance.licenseappt@lacity.org

Phone: (213) 978-1540

Appointment Schedule

Monday through Thursday between 8:30 am and 2:00 pm.

Friday between 8:30 am and 11:00 am.

Regular City business days only.

Appointment Location

Appointments will only be set for cash payments at:

Office of Finance City Hall Service Center

200 N. Spring Street, Room 101

Los Angeles, CA 90012

Appointment Request

Requestors by phone or email must provide the following information:

- Business Tax Registration Certificate Number
- Legal Name
- Email Address
- Telephone Number
- Contact Person
- Payment Amount
- Preferred Dates/Times (three business days to one month in advance)

Appointment Confirmation

An Office of Finance representative will respond at least 2 days prior to the scheduled appointment with confirmation and additional instruction. An estimated appointment length will also be provided based on the amount of cash to be paid. Effort will be made to accommodate one of the requested appointment times. Only those companies that have received a registration invoice from the Department of Cannabis Regulation's license registration system will be permitted to make a payment for licenses.

Appointment Requirements

No more than two representatives will be allowed access to make a cash payment to Finance. In order to receive a license, in addition to payment in full, the registered owner must be present along with the original form of identification used to register with DCR. A printed copy of the license registration invoice from DCR must also be provided.

Appointment Timeliness

It is important to be on-time for the appointment as Finance will need to stay on schedule with other appointments throughout the day. Failure to report on-time for a scheduled appointment may require rescheduling the appointment for another date. Finance is not responsible for failure of businesses to remit payments timely. It is the responsibility of the business to secure an appointment and make payment on time. Finance will not be responsible for late payments or penalties.

Note that check, money order, and credit card payments can be made at all three branch office locations and do not require an appointment.