



CITY OF WILLITS

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Commercial Cannabis Industry Tax Quarterly Reporting Form

1st QUARTER 2nd QUARTER 3rd QUARTER 4th QUARTER

<input type="checkbox"/> Storefront Retail Dispensary	<input type="checkbox"/> Testing Labs/Research	<input type="checkbox"/> Indoor Cultivation
<input type="checkbox"/> Delivery	<input type="checkbox"/> Distribution	<input type="checkbox"/> Nursery
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Packing and Processing	<input type="checkbox"/> Infusion

Business Name: _____

Business Mailing Address: _____

City/Town _____ State _____ Zip Code _____

Business Phone Number: _____

Business Physical Location (if different than above): _____

Business Physical Location Phone Number (if different than above): _____

Business Email Address: _____

Owner Name: _____

Business Contact Person (if different than owner): _____

I declare, under penalty of perjury, that the above information is true and correct to the best of my knowledge and belief.

Authorized Signature _____ Date of Signature _____

Printed Name/Title _____

Commercial Cannabis Industry Tax Quarterly Payment

- Retail Dispensary: 4% of gross receipts \$ _____
 - Delivery: 4% of gross receipts \$ _____
 - Manufacturing: 2.5% of gross receipts \$ _____
 - Infusion: 2.5% of gross receipts \$ _____
 - Testing & Research Labs: 1.0% of gross receipts \$ _____
 - Distribution: 2% of gross receipts \$ _____
 - Packing and Processing: 2.5% of gross receipts \$ _____
 - Indoor Cultivation: \$2.50 per sq. ft. of canopy space annually \$ _____
 - Nursery: \$1.00 per sq. ft. of canopy space annually \$ _____
- TOTAL** \$ _____

	Reporting Period	Period End Date	Due Date
FIRST QUARTER	January – March*	March 31	April 30
SECOND QUARTER	April - June	June 30	July 31
THIRD QUARTER	July - September	September 30	October 31
FOUR QUARTER	October - December	December 31	January 31
*Initial 2019 first quarter tax rate February 27, 2019 – March 31, 2019			

CANNABIS TAX BREAKDOWN WORKSHEET

INDOOR CULTIVATION

Total Square Footage of Canopy space _____

*See description for determining canopy space below.

Indoor Cultivation (\$2.50 x canopy space) _____

Total annual Tax \$ _____

Total Annual Tax Divided by 4 quarters \$ _____ per Quarter

NURSERY

Total Square Footage of Canopy space _____

*See description for determining canopy space below.

Nursery (\$1.00 x canopy space) _____

Total annual Tax \$ _____

Total Annual Tax Divided by 4 quarters \$ _____ per Quarter

DISPENSARY/ DELIVERY - calculate excise tax based on gross receipts:

Gross Receipts \$ _____

4% excise tax (gross receipts × 4%) \$ _____

MANUFACTURING - calculate excise tax based on gross receipts:

Gross Receipts \$ _____

2.5% excise tax (gross receipts × 2.5%) \$ _____

INFUSION - calculate excise tax based on gross receipts:

Gross Receipts \$ _____

2.5% excise tax (gross receipts × 2.5%) \$ _____

PACKAGING and PROCESSING - calculate excise tax based on gross receipts:

Gross Receipts \$ _____

2.5% excise tax (gross receipts × 2.5%) \$ _____

TESTING LAB & RESEARCH - calculate excise tax based on gross receipts:

Gross Receipts \$ _____

1% excise tax (gross receipts × 1%) \$ _____

DISTRIBUTION - calculate excise tax based on gross receipts:

Gross Receipts \$ _____

2% excise tax (gross receipts × 2%) \$ _____

DESCRIPTIONS

“Canopy” for purposes of this ordinance, the square feet of canopy space for a business shall be rebuttably presumed to be the maximum square footage of canopy allowed by the business’s City permit for commercial cannabis cultivation, or, in the absence of a City permit, the square footage shall be the maximum square footage of canopy for commercial cannabis cultivation allowed by the state license type. Should a City permit be issued to a business that cultivates only for certain months of the year, the City shall prorate the tax as to sufficiently reflect the period in which cultivation is occurring at the business. In no case shall canopy square footage which is authorized by the City commercial cannabis permit but not utilized for cultivation be deducted for the purpose of determining the tax for cultivation, unless the Finance Director is informed in writing and authorizes such reduction for the purpose of relief from the tax prior to the period for which the space will not be used, that such space will not be used.

"Gross receipts" includes the total of amounts actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service, of whatever nature it may be, for which charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise. Included in "gross receipts" shall be all receipts, cash, credits, and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever; however, the following shall be excluded from the definition of Gross Receipts:

1. Cash discounts where allowed and taken on sales;
2. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;
3. Such part of the sale price of any property returned by purchasers to the seller as refunded by the seller by way of cash or credit allowances or return of refundable deposits previously included in gross receipts;

4. Receipts derived from the occasional sale of used, obsolete or surplus trade fixtures, machinery or other equipment used by the taxpayer in the regular course of the taxpayer's business;
5. Cash value of sales, trades or transactions between departments or units of the same business;
6. Whenever there are included within the gross receipts amounts which reflect sales for which credit is extended and such amount proved uncollectible in a subsequent year, those amounts may be excluded from the gross receipts in the year they prove to be uncollectible; provided, however, if the whole or portion of such amounts excluded as uncollectible are subsequently collected they shall be included in the amount of gross receipts for the period when they are recovered;
7. Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded when in excess of one dollar;
8. Amounts collected for others where the business is acting as an agent or trustee and to the extent that such amounts are paid to those for whom collected. These agents or trustees must provide the City's Finance Department with the names and the addresses of the others and the amounts paid to them. This exclusion shall not apply to any fees, percentages, or other payments retained by the agent or trustees.
9. Retail sales of t-shirts, sweaters, hats, stickers, key chains, bags books, posters, rolling papers, cannabis accessories such as pipes, pipe screens, vape pen batteries (without cannabis) or other personal tangible property which the Finance Director has excluded in writing by issuing an administrative ruling per Section 5-10.160 shall not be subject to the cannabis business tax under this chapter. However, any business activities not subject to this Article as a result of the administrative ruling shall be subject to the appropriate business tax as determined by the Finance Director.