

CANNABIS DELIVERY IN THOUSAND OAKS

If your business plans to advertise or perform delivery service in the city limits of Thousand Oaks, the City requires your company to comply with several cannabis industry regulations including obtaining a business license, identifying employees and vehicles that will be used to deliver product, and the requirement that you remit taxes at the rate approved by the City for such business enterprises. This packet includes all the necessary forms to acquire a business tax certificate and permit to perform cannabis delivery service in the city limits of Thousand Oaks. Please remit the information listed below by mail or email to businesslicenses@toaks.org.

To obtain a business license:

1. Complete the enclosed Business Tax Certificate Application and Cannabis Delivery Business Registration Form
2. Provide a copy of your BCC license
3. Submit completed forms and license/permit processing fees (\$64 processing fee and \$15.00 permit fee)

The initial cannabis business tax rate for every business/person who engages in the retail sales/delivery is four percent (4%) of the total gross receipts generated in the city limits of Thousand Oaks. A quarterly tax will become payable once sales occur and is due no later than the last day of the month following the close of the calendar quarter (example: for sales generated from January 1st thru March 31st, the quarterly business tax is due on April 30th).

Failure to comply with the business license and permit requirements is in violation of the City of Thousand Oaks Municipal Code and shall be punishable by misdemeanor. Please comply with these business license and permit requirements prior to conducting business in the city limits of Thousand Oaks.

If you have any questions, please contact Finance Customer Service at (805) 449-2201.



CITY OF THOUSAND OAKS

CANNABIS DELIVERY BUSINESS REGISTRATION FORM

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2903
 Phone (805) 449-2201 · Fax (805) 449-2289 · Email businesslicenses@toaks.org

New Application Renewal Update

BUSINESS INFORMATION	
Name of Business	
Business Address	
Business Mailing Address	
Business Phone Number	
Business Email Address	
Owner's Name	

VEHICLE(S) INFORMATION					
Make	Model	Year	VIN Number	License Plate No	For Updates Only
					<input type="checkbox"/> Added <input type="checkbox"/> Removed
					<input type="checkbox"/> Added <input type="checkbox"/> Removed
					<input type="checkbox"/> Added <input type="checkbox"/> Removed

List additional vehicle(s) information on a separate sheet if applicable.

DRIVER'S INFORMATION		
Name Of Each Delivery Driver Who Works For Your Company	Employment Status	For Updates Only
	<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Added <input type="checkbox"/> Removed
	<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Added <input type="checkbox"/> Removed
	<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Added <input type="checkbox"/> Removed

List additional driver's information on a separate sheet if applicable.

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City shall not be interpreted to authorize or permit any business activity that would not otherwise be legal or permissible under laws

Signature: _____ Title _____ Date _____

For Office Use Only:					
Control #:	CSR	License #: <input type="checkbox"/> OL <input type="checkbox"/> OR	Amount Paid	Date	Receipt #



CITY OF THOUSAND OAKS

CANNABIS BUSINESS QUARTERLY TAX RETURN

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2903
 Phone (805) 449-2201 • Fax (805) 449-2289 • Email businesslicenses@toaks.org

Business Name (DBA)		Federal Tax ID	
Corporate Name (If applicable)		BCC License No	
Business Address (Physical Address Required)	City	State	Zip Code
Mailing Address (If different from Business Address)	City	State	Zip Code
Business Phone No	Business Email		

Check the box for the quarter in which the reported sales occurred:

- Year: _____ Quarter 1: January 1st – March 31st. License tax due April 30th
- Year: _____ Quarter 2: April 1st – June 30th. License tax due July 31st
- Year: _____ Quarter 3: July 1st – September 30st. License tax due October 31st
- Year: _____ Quarter 4: October 1st – December 31st. License tax due January 31st

TAX RATE: Retail Sales (Dispensary) or non-store front retailer (delivery) or microbusiness (retail sales)
 4% of Total Gross Receipts (Sales made in the city limits of Thousand Oaks)

TAX CALCULATIONS:

1.	Total Gross Receipts	1.	\$	
2.	Tax Rate – 4% of Total Gross Receipts	2.	X	.04
3.	Business Tax	3.	= \$	
4.	Penalties (See back of form)	4.	+ \$	
5.	Interest (See back of form)	5.	+ \$	
6.	Additional Penalties & Interest (See back of form)	6.	+ \$	
7.	Processing Fee (\$64 New or \$20 Renewal)	7.	+ \$	
8.	Total Tax Due (Add lines 3 thru 7)	8.	= \$	

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City shall not be interpreted to authorize or permit any business activity that would not otherwise be legal or permissible under laws

Signature: _____ Title _____ Date _____

FOR OFFICE USE ONLY				
Control #	Staff Initial	License	Amount	Receipt #
Notes:				

INSTRUCTIONS

General Information

All cannabis businesses that plan to advertise or perform delivery service in the city limits of Thousand Oaks are required to comply with several cannabis industry regulations including obtaining a business license certificate and registration from the City of Thousand Oaks and pay the quarterly business license tax. You must file a return even if there were no taxable sales in the reporting period.

Submit Your Quarterly Tax Return

Whenever a payment, statement, report, request or other communication is due, it must be received by the Tax Administrator on or before the final due date.

Due Dates

The quarterly tax return is due no later than the last day of the month following the close of the calendar quarter. (Example: For sales generated on January 1st thru March 31st, business tax is due April 30th). If the due date would fall on a Saturday, Sunday or holiday, the due date shall be the next regular business day on which the City is open to the public.

Penalties and Interest

Any person who fails or refuses to pay any Cannabis Business Tax required to be paid on or before the due date shall pay penalties and interest.

- 1) A penalty equal to ten percent (10%) of the amount of the tax plus the interest of one percent (1%) per month.
- 2) If the tax remains unpaid for a period exceeding one (1) calendar month beyond the due date, an additional penalty equal to twenty-five (25%) percent of the tax plus one percent (1%) per month on the unpaid tax and on the unpaid penalties.

Audit and Examination of Records

The Tax Administrator may audit and examine all books and returns, and other records relating to the gross receipts of the business. It shall be the duty of every person liable for the collection and payment to the City of any tax imposed to keep and preserve, for a period of at least three (3) years, all records as may be necessary to determine the amount of such tax.