



**Finance Department**  
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**Monthly Cannabis Tax Remittance Form**

Pursuant to Section 3.28.040 of the Encinitas Municipal Code (EMC), the Cannabis Business Tax is imposed on a fiscal year basis. The tax is due and payable as follows:

- A. Each person owing a cannabis business tax each calendar month shall, no later than the last City of Encinitas business day of the calendar month, prepare and submit a monthly tax statement on this form and remit to the Tax Administrator the tax due. The tax for each calendar month shall be due and payable on that same date that the tax statement for the calendar month is due.
- B. Tax statements and payments for all outstanding taxes owed to the City are immediately due to the Tax Administrator upon cessation of business for any reason.

Reporting Period  to  Due Date

**Business Information**

Contact Name: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Business Name: \_\_\_\_\_ Encinitas Business License #: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Cannabis Business Activity Tax Rate:  
 (Select One\*)**

- Medical/Adult Use Retail Business: 7% of Gross Receipts
- Cannabis Delivery Business (Non-Storefront Retail): 7% of Gross Receipts
- Manufacturing Business: 4% of Gross Receipts
- Distribution Business: 4% of Gross Receipts
- Commercial Cultivation: \$10 per square footage of canopy area

\*Submit a separate form for each business activity

**Tax Calculation:**

Line 1. Gross Receipts for the Reporting Period

Line 2. Less: Adjustments: Refer to EMC 3.28.020 under "Gross Receipts" (1-10)   
*Business should maintain documentation of adjustments for audit purposes*

Line 3. Taxable Gross Receipts (Subtract line 2 from 1)

Line 4. Tax Rate (Select from tax rates listed above on page 1)

Line 5. Tax Due (Multiply Line 3 by Line 4)

Line 6. Less: Prepayments (If applicable)   
*Proof of prepayments must be attached*

**Line 7. Balance Due (Subtract Line 6 from Line 5)**

**Penalties and Interest Calculation (If Applicable)**

Any person who fails or refuses to pay any cannabis business tax required to be paid pursuant to EMC 3.28.080 on or before the due date shall pay penalties and interest as follows:

Line 8. Penalty A 1: penalty equal to **10%** of the amount of the tax due (multiply Line 7 by **10%**)

Line 9. Interest A 1: Interest of **1.0%** on unpaid tax (multiply Line 7 by **(1.0%)**)

Line 10. Penalty A 2: Additional **25%** penalty assessed on tax due if tax remains unpaid more than one calendar month beyond the due date (Multiply Line 7 by **25%**)

Line 11. Interest A 2: Additional interest of **1.0%** on unpaid taxes & penalties (Add Lines 7, 8 & 10, multiply by **(1.0%)** and by the number of months past due)

Line 12. Total Cannabis Tax, Penalties and Interest Due & Remitted (Add Lines 7-11)

**Note: Interest shall be applied at the monthly rate on the first day of the month for the full month and will continue to accrue monthly on the tax until the balance is paid in full.**

**Signature and Date**

*I hereby certify under penalty of perjury that the foregoing statements contained in this tax return are true and correct and that any gross receipts not subject to the cannabis tax will be reported separately and business tax paid. I also certify 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 as he or she may have been liable for the collection of and payment to the City, which records the Tax Administrator shall have the right to inspect at all reasonable times.*

Signature:

Date:

Printed Name: \_\_\_\_\_