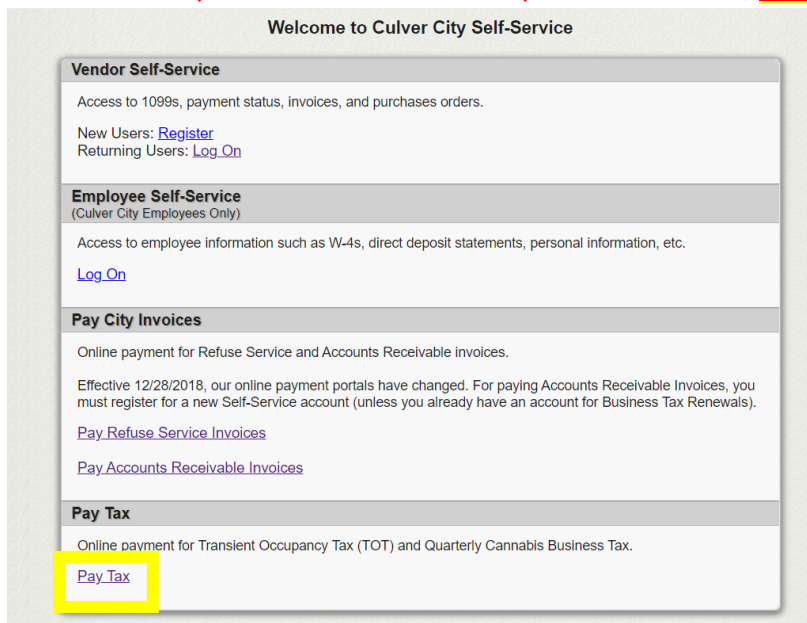


How to File & Pay Quarterly Cannabis Business Tax Online

Part I – Self Registration:

- 1.) Enter the following link in your web browser: <http://www.culvercityselfservice.org/>
- 2.) Scroll all the way down and click on the very last section titled, **"PAY TAX"**



- 3.) Click the "Register" option and you will be prompted to complete the self-registration, where you must enter a User ID, a Password, a Password hint, and an Email address. Once you have entered the necessary information click **"save"**. Please note that all this information is personalized and make sure to remember this information for future online Cannabis Quarterly Business Tax filing.

Self-Registration

*User ID
(between 1 and 100 characters)

*Re-type user ID

*Password
(between 8 and 15 characters and contains at least 1 numeric character and 1 non-alphanumeric character)


Password strength **Acceptable**

*Re-type password

*Password hint

*Email address

Enter these validation numbers into the box below them



Part II – Linking Your Cannabis Business Account:

- 1.) After completing your registration, you will need to link your business account to your Munis Self Service account. Click **“link to account”**.

Munis Self Service TEST098

Account Settings

Account Information

Now logged in as	TEST098
Last successful login	4/1/2020
Last failed login	4/1/2020
Password last changed	4/1/2020
Password expires in	729 days Change Password
E-Mail address	test098@yahoo.com Change E-Mail Address

Linked Accounts

Existing accounts can be “linked” to your self-service user id. These links give you quick access to an account’s details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as “link to account” or “remove” will appear below. Click a module’s “link to account” to reach the page where new account links can be created, and where additional instructions are provided.

Customer Accounts [link to account](#)

There are currently no linked accounts

Cannabis Business Tax & Transient Occupancy Tax Accounts [link to account](#)

There are currently no linked accounts

[Go To Module Homepage](#)

- 2.) Enter your Business Account ID and the Owner CID and click **“submit”**.

Cannabis Business Tax & Transient Occupancy Tax Account Link Setup

Follow the prompts

What is the account ID of this business? *

What is the owner’s CID? *

[Submit](#) [Cancel](#)

* indicates required field

- 3.) Once the account is linked, click on **“Go To Module Homepage”**.

Linked Accounts

Existing accounts can be “linked” to your self-service user id. These links give you quick access to an account’s details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as “link to account” or “remove” will appear below. Click a module’s “link to account” to reach the page where new account links can be created, and where additional instructions are provided.

Customer Accounts [link to account](#)

There are currently no linked accounts

Cannabis Business Tax & Transient Occupancy Tax Accounts [link to account](#)

1	remove
---	------------------------

[Go To Module Homepage](#)

4.) In the module homepage click "Enter Filing".

Cannabis Business Tax & Transient Occupancy Tax Linked Accounts

Select an account to work with.

[Link to Account](#)

Account ID	DBA	Location	Status	
1	ONLINE RENEWAL TEST ACCOUNT 1	9770 CULVER BL	ACTIVE	Account Bills Enter Filing

Select the quarter that you are filing for (I.E. for quarter 1 tax you will select the month that the payment is due, which is month 4).

Business License Filing - Date Selection

Account ID: 1
Category: CANNABIS BUSINESS TAX
Type:
Cycle: CANNABIS BUSINESS TX

To continue, please select a period that has not been filed or is late from the list below

Year	Month	Status	Total	Balance
2020	7	UNFILED	0.00	0.00 select
2020	4	UNFILED	0.00	0.00 select

5.) Enter your quarterly gross receipts for your Cannabis Business types/categories (I.E. Manufacturer, Distributer, etc.). Click continue.

Business License Filing Amounts

Account: 1
Category: CANNABIS BUSINESS TAX
Type:
Cycle: CANNABIS BUSINESS TX
Month: 4
Year: 2020

CBT - CULTIVATION (CBT06)	
Enter Square Footage	\$ 0.00
CBT - DISTRIBUTION (CBT04)	
Gross Receipts	\$ 0.00
CBT - MANUFACTURING (CBT03)	
Gross Receipts	\$ 0.00
CBT - RETAIL (ADULT) (CBT02)	
Gross Receipts	\$ 0.00
CBT - RETAIL (MEDICINAL) (CBT01)	
Gross Receipts	\$ 0.00
CBT - TESTING (CBT05)	
Gross Receipts	\$ 0.00

[Cancel](#) [Continue](#)

6.) Review the bill and verify that the information is correct. Click **file** to move onto the payment.

**Business License
Filing Amounts**

Review

Please review that the information is correct before submitting.

[Revise this filing](#)

Account	1
Category	CANNABIS BUSINESS TAX
Type	
Cycle	CANNABIS BUSINESS TX
Month	4
Year	2020

CBT - CULTIVATION CBT06 Actual	
Enter Square Footage	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	1.00
Net Due	1.00

CBT - DISTRIBUTION CBT04 Actual	
Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

CBT - MANUFACTURING CBT03 Actual	
Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

CBT - RETAIL (MEDICINAL) CBT01 Actual	
Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

CBT - TESTING CBT05 Actual	
Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

Summary	
Calculated Amount due on this filing:	1.00
Penalty on this filing:	0.00
Total due:	1.00

**The amount due shown does not include any potential interest that may be added for late filings.

I hereby certify that my business is in compliance with CCMC Chapter 11.18 for the calendar year 2018, which mandate food service ware containers provided to customers not be made from polystyrene. I also certify, under penalty of perjury, that all the information provided is true, correct and complete to the best of my knowledge and that I have complied with my obligation to notify the business tax office of any changes to my business relative to the information submitted on the "Application For Business Tax Certificate" previously filed with the business tax office. I further certify that I acknowledge that payment of tax or fees is not a permit to operate and understand that it is my responsibility to obtain all permits necessary for operation of this business.

Cancel **File**

7.) Click on "Pay this bill" to make your payment. You will be asked to enter your card details. Once payment is made, you will receive an email with a confirmtaion of payment.

Business License

Filing Amounts

Confirmation

Thank you. Your information has been successfully submitted.

Pay this bill

Account	1
Category	CANNABIS BUSINESS TAX
Type	
Cycle	CANNABIS BUSINESS TX
Month	4
Year	2020

CBT - CULTIVATION CBT06 Actual

Enter Square Footage	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	1.00
Net Due	1.00

CBT - DISTRIBUTION CBT04 Actual

Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

CBT - MANUFACTURING CBT03 Actual

Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

If you have any questions or concerns please contact the finance department at:

cannabis.permit@culvercity.org or by calling (310) 253-5870 / (310) 253-5897