



## DEFERRED PAYMENT PLAN REQUEST FORM

To request a deferred payment plan for your license fee, please submit this form in person to the Office of Community and Civic Life at the address above, or email to [cannabis@portlandoregon.gov](mailto:cannabis@portlandoregon.gov)

Payment dates	Micro Producer, Micro Wholesaler, Courier	All Other License Types
Due at License Issuance	\$250	\$500
Due within 6 Months of License Issuance	\$750	\$3,000
Additional Fee for Payments Made Up to 30 Days After the 6-Month Deadline	\$100	\$250
Additional Fee for Payments Made 31 to 60 Days After the 6-Month Deadline	\$200	\$500

<b>Business Entity Name:</b>	
<b>Facility Address:</b>	
<b>Date of Request:</b>	<b>License Type:</b>

Does the business have a financial need to defer payment of a portion of its licensing fee?      YES      NO

By signing this form, I agree to pay the licensing fee according to the above payment schedule.      \_\_\_\_ Initial

I understand that I am solely responsible for managing the deadlines listed on this form, regardless of whether the business receives a reminder notice from the Cannabis Program.      \_\_\_\_ Initial

I understand that a failure to pay the balance of the license fee by 60 days from the 6-Month Deadline will constitute a violation of Portland City Code Chapter 14B.130 and may result in monetary penalties, license suspension, and/or license revocation.      \_\_\_\_ Initial

Print Name/Title: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_

CANNABIS PROGRAM STAFF ONLY	
Received/Approved By: _____	<b>6-MONTH DUE DATE:</b> _____
Date Received: _____	