



Paying Cannabis Excise Tax to LCB ACH Electronic Payment

Updated: Feb. 7, 2024

Important Notes:

- You must have an account with a bank or credit union to pay online.
- You must have a third-party point of sale (POS) system that connects to Pay Station, or be able to access the Cannabis Central Reporting System (CCRS) “Pay Now” button.
- Payment requests are submitted to the bank each day. You are not able to schedule payments for a later date.
- Use the “Tab” key instead of “Enter.”
 - If you “Enter” on the Payment Details page, you will be returned to the Account Details page.
- POS providers will populate the first screen (Account Details) with your license number, the date and amount due.
- CCRS will only populate the first screen (Account Details) with your license number and the date. The amount due must be manually entered.

Steps for Submitting ACH Payment

These instructions outline the steps for submitting your tax payment request through Retail Lockbox to our bank. The process is the same for both information submitted by POS providers and CCRS, except for the very first page as noted below.

First Page – Account Details

Enter the required information in the boxes outlined in red on this page (screenshot below) – company name, company phone and amount to pay.

Washington State
Liquor and Cannabis Board

Submit a payment to Washington State Liquor and Cannabis Board

Account Details Payment Details Confirm Details

This is the official online payment website for the Liquor and Cannabis Board. If you have any questions, please call 360-664-1789 or email at marijuanataxes@lcb.wa.gov; customer service support hours Monday thru Friday 8:00AM – 5:00PM. Payments made via this website should be submitted at least one business day before the due date to avoid late fees. If you experience any technical difficulties making a payment, please click on the Technical Support button below.

Company Name

Company Phone

License Number
31314

Due Date
2016-09-25

Amount Due
15000.00

Amount To Pay

Next

If your system does not automatically populate your license number and due date (the date of submission), contact your POS provider or the LCB Service Desk for CCRS. If this information is not included, there may be a delay in processing payments submitted that day, until the correct information can be determined and the file updated.

Please note:

- If submitting via POS, the amount due will automatically populate. You can change how much you want to pay in the “Amount to Pay” box.
- If submitting via CCRS, the amount due will not automatically populate. You are required to enter an amount in the “Amount to Pay” box.

Once you complete this page, click the “Next” button in the bottom right corner. From this point on, the steps needed to complete payment are identical regardless of whether you are submitting via POS or CCRS.

Second Page – Payment Details

All information must be entered in the form on this page before continuing to the final screen.

The screenshot shows the 'Payment Details' page of the Washington State Liquor and Cannabis Board's payment system. The page is titled 'Submit a payment to Washington State Liquor and Cannabis Board' and has three tabs: 'Account Details', 'Payment Details' (active), and 'Confirm Details'. The form contains the following fields and options:

- Payer Name:** XYZ Retailer
- Address 1:** 999 No where Drive
- Address 2:** (empty)
- City:** Lacey
- State:** Washington
- Zip:** 98999
- Email:** xyzretailer@data.com
- Select payment type:** eCheck (selected), Checking, Savings, Consumer, Business
- Preview:** A check preview for XYZ Retailer, 999 No where Drive, Lacey, WA, 98999, dated 0/30/2018, for \$150.00, payable to the Washington State Liquor and Cannabis Board. It includes fields for Routing Number (123456789) and Account Number (1234567890123).
- Confirm Account Number:** (empty)
- Terms and Conditions:** A checkbox labeled 'I accept the terms and conditions.' is checked.
- Navigation:** 'Back' and 'Next' buttons.
- Footer:** 'Privacy Policy', 'Secure' logo, 'Powered by Paystation', and 'Technical Support Paystation.com'.

Enter your information:

- Name of the person completing the payment request.
- Address, city, zip code and email address.
- Bank account type (checking or savings and consumer or business).
- In the check, enter your bank’s routing number and your bank account number twice. The system will validate if the bank routing and account number are valid.
 - If the information is correct, you will be able to complete the payment request.
 - If the information is **not** correct, you will not be able to successfully complete the payment request.
 - The system does not confirm if there are funds available in your account.

Click the bottom checkbox to accept the terms and conditions of the Retail Lockbox vendor.

Before moving to the final page, check to confirm your information is correct. If it is, click the “Next” button in the bottom right corner.

Third Page – Confirmation

Review your payment request before submitting.

The screenshot shows the 'Confirm Details' step of a payment process. At the top, the Washington State Liquor and Cannabis Board logo is visible, along with the text 'Submit a payment to Washington State Liquor and Cannabis Board'. Below this, a navigation bar shows 'Account Details', 'Payment Details', and 'Confirm Details' (the active step). The main content area is titled 'Please review the details of your payment' and contains the following information:

- Company Name:** XYZ Retail
- Company Phone:** 300 330 4990
- License Number:** 31314
- Due Date:** 2018-09-25
- Amount Due:** 15000.00
- Payer Name:** XYZ Retailer
- Address:** 888 Any Where Lane, Lacey WA, 98999
- Email:** xyzretailer@data.com
- Amount To Pay:** \$15,000.00

Below the payment details is a CAPTCHA section titled 'Are you a robot?'. It includes a checkbox labeled 'I'm not a robot' and a CAPTCHA image with the text 'reCAPTCHA Privacy Terms'. At the bottom of the form, there are 'Back' and 'Submit' buttons.

- If the information is correct, complete the security CAPTCHA by clicking the checkbox to confirm “I’m not a robot.” Once you receive a checkmark in this box, you can click the final “Submit” button.

- If the information is **not** correct, use the “Back” button in the bottom left of the page and update the form to the correct information. Note you will need to complete the “Are you a robot?” CAPTCHA again.

Voiding a Payment Request

Payment requests can be voided the same day as they are entered. Send your request by email to cannabisexcisetax@lcb.wa.gov. Include the confirmation ID, amount, and reason the payment needs to be voided. Requests are accepted between 8 a.m. and 4 p.m. (PST). Requests submitted after 4 p.m. PST are not accepted.

Questions regarding the input screen can be submitted directly to Retail Lockbox.