

INFORMATION BULLETIN 2016-04

March 18, 2016

To: OMMP Registered Medical Marijuana Dispensaries
From: Carole Yann, Analysis Manager, Oregon Medical Marijuana Program
Subject: Early Retail Sales Reporting Requirements

New Oregon Administrative Rules effective March 1, 2016, outline reporting requirements for dispensaries that participate in Early Retail Sales, OAR 333-008-1500-1505. Early Retail Sales reporting is only required for retail customer sales during the early start period. Reports must be submitted to the Oregon Medical Marijuana Program (OMMP) on a quarterly basis. These reports are not to include transfers to medical marijuana patients or caregivers.

There are 2 reports due to the OMMP for Early Retail Sales and proof of paying tax to the Department of Revenue.

- **Report 1: Early Retail Sales** – A report listing each individual sales transactions
- **Report 2: Customer Birthdates** – this is a report of all retail customers birthdates
- **Proof of Paid Taxes** – documentation proving taxes were paid for the previous quarter

The first reports are due by April 10, 2016, and will include early retail sales transactions from October 1, 2015 to March 31, 2016.

Report 1

A template has been created by OMMP which may be used to submit reports for the Early Retail Sales or if it is easier, you may create your own document from a download of data from your point of sales (POS) system. This request should not take too long to complete by downloading a report from the POS system.

The report must include:

1. Dispensary Name
2. Dispensary MMD#

3. Primary PRD Name
4. Primary PRD Phone Number
5. The Following Column Headers:
 - a. Date of Sale
 - b. Limited Retail Product (product sold)
 - c. Ounces or Count (quantity)
 - d. Sale Price
6. Be submitted as an excel document

The template may be found on our website at:
<http://oregon.gov/oha/mmi/Pages/reporting.aspx>

Report 2

For birthdates, download a report from your POS system into an excel document. This report does not need to be tied to the specific product sold, but is a listing of all DOB's for the time frame specified.

Proof of Paid Taxes

Documentation may include but is not limited to a copy of the marijuana tax returns, reports, payment vouchers, payment receipts or any related documents filed with the Department.

Both reports and proof of paid taxes are **to be uploaded** to your Dispensary Account with OMMP.

Reports and proof of paid taxes are required to be submitted to OMMP for sales through December 31, 2016. The due dates are:

Reporting Time Frame	Report Due Date
October 1, 2015 – March 31, 2016	April 10, 2016
April 1, 2016 – June 30, 2016	July 10, 2016
July 1, 2016 – September 30, 2016	October 10, 2016
October 1, 2016 – December 31, 2016	January 10, 2017