

ONLINE MOVE-IN & MOVE-OUT FOR EXCISE TAX

1. <https://www.ci.vacaville.ca.us/> Hover over “Government” and click on Excise Tax under Finance


The screenshot shows the website <https://www.ci.vacaville.ca.us/>. The header includes the Vacaville logo, the word "CALIFORNIA", and navigation links for "Municipal Code", "Resource Guide", and "Open Budget". The main navigation menu has four categories: "ABOUT US", "RESIDENTS", "BUSINESS", and "GOVERNMENT". The "GOVERNMENT" category is highlighted in light blue. A green arrow labeled "Excise Tax" points to the "Excise Tax" link under the "Finance" section of the "GOVERNMENT" menu. Other links under "Finance" include "Community Facilities Districts", "Pay Water Bill Online", "RFP Listings", and "Utility Billing".

ABOUT US	RESIDENTS	BUSINESS	GOVERNMENT
Agendas and Minutes City Council Additional Elected Officials Statement of Economic Interests Strategic Plan for FY2021-2026 City Clerk General Election Information Public Records Act Request Redistricting Campaign Contributions City Commissions City Manager's Office Broadband Master Plan COV Connect Hometown Hero Banner Program State of the City Treebate Program Channel 26 Channel 26 Archives Channel 26 Policy	City Attorney Community Development Development Impact Fees Building Permits and Inspections Citywide General Plan & Zoning Maps Current Planning and Zoning Housing Element (2023-2031) Safety Element Community Health Public Involvement Strategy Economic Development COVID Small Business Assistance Grant Program Advanced Manufacturing Biotechnology Economic Development Advisory Committee (EDAC) COVID-19 Economic Recovery Strategy Family Resource Center Resource Guide		Finance Community Facilities Districts Excise Tax Pay Water Bill Online RFP Listings Utility Billing Fire Department Permit Application & Fees Recruitment Geographic Information System - GIS Housing and Community Services City of Vacaville Housing Strategy Housing Authorities - Section 8 Non-Profit Assistance Grant Program Human Resources Job Opportunities Benefits & MOUs Intranet

2. On the Excise Tax page click on Excise Tax move-in/Move-out

The screenshot shows the City of Vacaville website at the URL <https://www.ci.vacaville.ca.us/government/finance/excise-tax>. The page has a blue header with navigation links: Municipal Code, Resource Guide, Open Budget, E-Services, Contact Us, and a search bar. Below the header is a main navigation bar with categories: ABOUT US, RESIDENTS, BUSINESS, GOVERNMENT (highlighted in light blue), and QUICK LINKS. On the left, there is a sidebar with a 'Finance' dropdown menu containing: Business Licenses, Community Facilities Districts, Escheatment Notice, Excise Tax (highlighted), Financial Reports, Financial Transparency, Forms and Information, Historical Financial Impacts, Pay Water Bill Online, Purchasing, Utility Billing, and Contact Finance. Below the sidebar is the 'Finance Department' contact information: 650 Merchant Street, Vacaville, CA 95688, (707) 449-5185. The main content area features a breadcrumb trail 'Government » Finance »', the title 'EXCISE TAX', and a large orange arrow pointing to the 'Excise Tax Move-in/Move-out' link. Below this link are sections for 'How do I Pay Excise Tax?' (with a link to an online payment portal), 'What is Excise Tax?' (with a paragraph in English), and a Spanish translation of the 'What is Excise Tax?' section. At the bottom right of the main content area, there are utility icons for font size, social media sharing, feedback, and printing.

3. You will now be at the Citizen Self Service page where you can start/stop Excise Tax as well as water service. Click on “Service Requests” on the left-hand side under Utility Billing/Excise Tax. You DO NOT need the Parcel ID.



Utility Billing/Excise Tax

ATTENTION: FOR NEW REQUESTS FOR WATER/SEWER SERVICE OR TO REQL

Parcel ID


Remember these values
(not recommended on public or shared devices)

- Home
- Citizen Self Service
- Accounts Receivable
- Utility Billing/Excise Tax**
 - Service Requests
 - Contact Us

Service Requests

- Once on the Service Request page click on Start Request in the middle.

← ↻ 🏠 🔒 <https://vacavillecitizens.munisselfservice.com/citizens/UtilityBilling/ServiceRequests/Default.aspx>

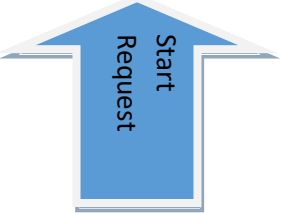


Utility Billing/Excise Tax Service Requests

Please note The City of Vacaville requires 1 business day to process Water/Sewer Move in requests & 2 business day.

Submit new request

Start Request



Search existing request

Request ID *

Daytime Phone *

Search

Home

Citizen Self Service

Accounts Receivable


Utility Billing/Excise Tax

Service Requests

Contact Us

5. STEP 1: PLEASE TYPE IN ALL CAPS - Here you will enter your name, mailing address (not service address unless they are the same), phone #, email address, social security number and any information for a second tenant. If you are husband and wife and have the same last name, you may enter both your names under the "Name" section. Click continue. (* denotes required fields)

← ↻ 🏠 🔒 https://vacavillecitizens.munisselfservice.com/citizens/UtilityBilling/ServiceRequests/Contact.aspx



Utility Billing/Excise Tax Service Requests

Home
Citizen Self Service
Accounts Receivable
Utility Billing/Excise Tax
Service Requests
Contact Us

Step 1 of 3: Enter contact information Step 1 2 3
This form is not for reporting emergencies.

Name *

Mailing Address (all caps) *

City (all caps) *

State (all caps) *

Zip *

Phone *

Email *

Social Security #/TIN # (No Dashes) *

Date of Birth

Secondary Name (optional)


Secondary Date of Birth

Secondary SSN (last 4)

Remember me on this computer

6. STEP 2: under “Type of Request” you will choose either Excise Move In or Excise Move Out. It will flip to a new page of questions. For the first question, hit “NO” even if you have had service previously. The request date will be the date you move in or out. Sometimes the date you want is not available, so pick any date and in the “Additional Information” box type in the actual date you moved in or moved out. The last question, “Do you own this property?” type “NO.” Enter the street number, street name, apt # and city. Click continue.

← ↻ 🏠 🔒 <https://vacavillecacitizens.munisselfservice.com/citizens/UtilityBilling/ServiceRequests/Details.aspx>



Utility Billing/Excise Tax Service Requests

Step 2 of 3: Enter request details Step 1 2 3

PLEASE NOTE: Excise Move In/Excise Move Out applications are intended for apartment complex residents only. For residential homes, please select "Water/Sewer Move in or Water/Sewer Move out"

Have you had previous water and sewer service with the City of Vacaville? * Yes No

Previous Address (if applicable):

Type of request * ▼

Request date *

Additional Information (for business applicants please state type of business here)

Do you own this property? * Yes No

Service Address

Street number *


Street name *

Unit/Apt. type (if applicable)

City/Town *

1. STEP 3: Verify. If all your information is correct that you entered, if you need to correct anything just hit the "BACK" button. If everything is correct, then you are ready to submit your application. Enter the code in the box and check mark the acknowledgement box and hit submit. You are all done. You should receive a confirmation email that your request was submitted. Move-Out applications will be processed after the closing date and will receive a closing bill . Keep in mind that we bill after the days have passed, NOT in advance, so you will still receive a closing bill. For Move-In applications, upon completion you will receive an email with account number and payment option information. Please note that we also use the same portal for online payments as utility bills, so you won't see any verbiage catered to Excise Tax. For assistance, call: 707-449-5185 opt#3.

← ↻ 🏠 🔒 <https://vacavillecitizens.munisselfservice.com/citizens/UtilityBilling/ServiceRequests/Submit.aspx>



Step 3 of 3: Confirm request details Step [1](#) [2](#) **3**

Name	VACAVILLE, CITY OF
Mailing Address (all caps)	650 MERCHANT ST VACAVILLE, CA 95688
Phone	707-449-5185
Email	EXCISEBILLING@CITYOFVACAVILLE.COM
Social Security #/TIN # (No Dashes)	XXXXXXXX0000
Date of Birth	
Secondary Name (optional)	
Secondary Date of Birth	
Secondary SSN (last 4)	
Have you had previous water and sewer service with the City of Vacaville?	No
Previous Address (if applicable):	
Type of request	Excise Move In
Request date	6/29/2023
Additional Information (for business applicants please state type of business here)	MOVED IN 6/15/23
Do you own this property?	No
Service address	650 MERCHANT ST 000 VACAVILLE

Enter these validation numbers into the box below them

Type the following validation code into the box provided *

4049

I hereby acknowledge that the information I am about to submit is 100% accurate.

Check the box →

Enter code from above here