
INSTRUCTIONS — SCHEDULES E1 & E2

Schedules E-1 and E-2 require you to submit the following regarding the sale of unstamped cigarettes to another Arizona-licensed distributor:

- Name of the distributor to whom you sold the unstamped cigarette packs
- Invoice date and number
- Manufacturer and Brand Family information
- Identification of the cigarettes as being in Packs of 20 or Packs of 25

Schedule E-1 will contain data relating to Participating Manufacturer cigarettes.

Schedule E-2 will contain data relating to Non-Participating Manufacturer cigarettes. **Attach invoices for all transactions recorded on Schedule E-2.**

IMPORTANT: You must **submit a separate Schedule E-1 or E-2 for each distributor** to whom you sold unstamped packs of cigarettes.

- Use the Schedule E-1 or E-2 Continuation Page for each additional distributor.
- Place the name of the distributor and the distributor's tobacco license number in the spaces entitled "Cigarettes Sold To" and "Purchaser's Tobacco License No." located at the top of the page.
- Confirm the distributor's licensing status by checking the department's website, www.azdor.gov.

Column (a): Enter the date and number of the invoice.

Column (b): Enter the name of the Participating Manufacturer (Schedule E-1) or the name *and address* of the Non-Participating Manufacturer (Schedule E-2) of the Brand Family of cigarettes reported in column (d).

Column (c): Enter the Brand Family of the cigarettes sold. **Do not abbreviate the name of the Brand Family.** Moreover, do not break the Brand Family down into subcategories such as regular, menthol, light, etc. For example, for a cigarette named "Alpha Bravo Gold Menthol Lights", report only "Alpha Bravo Gold". Do not report as "A B Gold" or "A B Gold Menthol Lights."

Column (d): Enter the number of packages of 20 cigarettes exported from Arizona.

Column (e): Enter the number of packages of 25 cigarettes exported from Arizona.

Line 1: Enter the Subtotal in columns (d) and (e) of Schedules E-1 and E-2.

Line 2: For Schedule E-1 and E-2, enter in columns (d) and (e) the Totals from the corresponding Schedule E-1 and E-2 continuation pages.

Line 3: To calculate the Grand Total of all states, add lines 1 and 2 for columns (d) and (e). Enter the grand total of each column on line 3.

A list of Participating and Non-Participating Manufacturers and their brands that comply with A.R.S. §44-7101 and A.R.S. §44-7111 is maintained and updated in the Arizona Cigarette Directory, located at the website of the Arizona Attorney General, www.azag.gov/consumer/Tobacco/.

