

Instructions

GENERAL INSTRUCTIONS

You must file this return if you are licensed to distribute cigarettes within the state of Arizona.

You must file the return monthly on or before the 20th day after the month the cigarettes have been sold.

Prepare this return for each month regardless of whether or not any sales have been made. File the original with the Department of Revenue (DOR). Retain a copy of the return with all substantiating documentation for at least four years, subject to inspection by the department.

Report all cigarettes in packages except where asked to report individual cigarettes.

You may substitute a computer-generated schedule for any of the DOR schedules. You must obtain prior approval of your substitute schedules. Your substitute schedules must be in the same format as the DOR schedules and contain all required information.

You must provide your taxpayer identification number on the return. A tax identification number is either your federal Employer Identification Number (EIN), or your Social Security Number (SSN) if you are a sole proprietor with no employees.

The Licensee or Authorized Agent must sign the return.

If you pay a preparer to complete the return, the preparer must sign the return and include his or her identification number.

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Line 1: Enter the sum of Column (c) from Inventory Schedules 1 and 2. This should equal the ending inventory number from line 4d from the previous month's report. If the amounts are not equal, attach an explanation of the differences.

Line 2: On Schedules A-1 and A-2, enter all cigarettes you have received or purchased this month. Complete Schedule F by adding the number of packages received from the different distributors. Attach the schedule to the return.

Line 3: Enter the total of lines 1 and 2.

Line 4a: On Schedule C-1 and/or Schedule C-2, enter any unstamped cigarettes sold out of state during the month. Attach the schedules to the return.

Line 4b: Enter all packages of cigarettes stamped with tax stamps for states other than Arizona.

Line 4c: On Schedule E-1 and/or Schedule E-2, enter any unstamped cigarettes sold to other Arizona licensed distributors during the month. Attach the schedules to the return.

Line 4d: Enter the sum of Column (d) from Inventory Schedules 1 and 2. This should be your total inventory of unstamped packages in your possession at the end of the month.

Line 5: Enter the total of lines 4a through 4d.

Line 6: Subtract line 5 from line 3.

Line 7: Enter the ending inventory number from line 10b from the previous month's report. If the amounts are not equal, attach an explanation of the differences.

Line 8: Enter your purchases of stamps during the month.

Line 9: Enter the total of lines 7 and 8.

Line 10a: Enter the number of stamps that were spoiled during the month.

Line 10b: Enter your ending inventory of stamps for this month.

Line 11: Enter the total of lines 10a and 10b.

Line 12: Subtract line 11 from line 9. Enter the amount.

Line 13: Enter the ending inventory number from line 15 from the previous month's report. The total beginning inventory of Arizona stamped packages should equal the sum of Column (e) from Inventory Schedules 1 and 2. If the amounts are not equal, attach an explanation of the differences.

Line 14: Enter the overall total adjustment made to inventory during the month. If you stamped more packages than you sold during the month, inventory should increase (+). If you sold more packages than you stamped during the month, inventory should decrease (-).

Line 15: Enter your ending inventory of stamped packages in your possession at the end of the month. This should be the sum or the difference of lines 13 and 14. The total ending inventory of Arizona stamped packages should equal the sum of Column (f) from Inventory Schedules 1 and 2. If the amounts are not equal, attach an explanation of the differences.

PENALTY

Line 16: This form is an informational return. *The penalty for failing to file, filing late, or filing an incomplete return is \$100 for each month or fraction of a month that the failure continues up to a maximum penalty of \$500.*

SPECIAL DEFINITIONS (ALL SCHEDULES)

"CIGARETTE" means any product that contains nicotine, is intended to be burned or heated under ordinary conditions of use, and consists of or contains: (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco; or (2) tobacco, in any form, that is functional in the product, which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette; or (3) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described in clause (1) of this definition. The term "cigarette" includes "roll-your-own" tobacco as defined below.

"ROLL-YOUR-OWN" tobacco means any tobacco which, because of its appearance, type, packaging, or labeling is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes.

"BRAND FAMILY" means all styles of cigarettes sold under the same trademark and differentiated from one another by means of additional modifiers or descriptors, including, but not limited to, "menthol", "lights", "kings", and "100s", and includes any brand name (alone or in conjunction with any other word), trademark, logo, symbol, motto, selling message, recognizable pattern of colors or any other indicia of product identification

identical or similar to, or identifiable with, a previously known brand of cigarettes.

“MASTER SETTLEMENT AGREEMENT” means the settlement agreement (and related documents) entered into on November 23, 1998 by the State and leading United States tobacco product manufacturers. A copy of the Master Settlement Agreement may be found at the web site of National Association of Attorneys General, www.naag.org.

“TOBACCO PRODUCT MANUFACTURER” means an entity that directly (and not exclusively through any affiliate):

- 1) Manufactures cigarettes anywhere that such manufacturer intends to be sold in the United States, including cigarettes intended to be sold in the United States through an importer (except where such importer is an original participating manufacturer (as that term is defined in the Master Settlement Agreement) that will be responsible for the payments under the Master Settlement Agreement with respect to such cigarettes as a result of the provisions of subsection II(MM) of the Master Settlement Agreement and that pays the taxes specified in subsection II(Z) of the Master Settlement Agreement, and provided that the manufacturer of such cigarettes does not market or advertise such cigarettes in the United States);
- 2) Is the first purchaser anywhere for resale in the United States of cigarettes manufactured anywhere that the manufacturer does not intend to be sold in the United States; or
- 3) Becomes a successor of an entity described in paragraph 1 or 2.

The term “tobacco product manufacturer” does not include an affiliate of a tobacco product manufacturer unless such affiliate itself falls within any of paragraphs 1 through 3 above.

“PARTICIPATING MANUFACTURER” has the same meaning prescribed in Section II(jj) of the Master Settlement Agreement and all amendments thereto. A list of 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 web site of the Arizona Attorney General, www.azag.gov/consumer/Tobacco/.

“NONPARTICIPATING MANUFACTURER” (NPM) means any tobacco product manufacturer that is not a Participating Manufacturer. A list of nonparticipating 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 web site of the Arizona Attorney General, www.azag.gov/consumer/Tobacco/.

“STATE EXCISE TAXES” means taxes imposed on tobacco products under A.R.S. Title 42, Chapter 3.

**Special Instructions for Inventory Schedule 1
Inventory of Participating Manufacturer’s Cigarettes
(except roll-your-own tobacco)**

Column (a): Enter the name and address of the participating manufacturer of the brand family of cigarettes reported in Column (b).

Column (b): Enter the brand family of the cigarettes in current inventory (do not abbreviate). 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 (c): Enter the number of *unstamped packs* of the brand family of cigarettes reported in column (b), in your possession at the *beginning* of the month.

Column (d): Enter the number of *unstamped packs* of the brand family of cigarettes reported in column (b) in your possession at the *end* of the month.

Column (e): Enter the number of *stamped packs* of the brand family of cigarettes reported in column (b), in your possession at the *beginning* of the month.

Column (f): Enter the number of *stamped packs* of the brand family of cigarettes reported in column (b) in your possession at the *end* of the month.

Total: Enter the sum of each of columns (c), (d), (e), and (f).

**Special Instructions for Inventory Schedule 2
Inventory of Nonparticipating Manufacturer’s Cigarettes
(except roll-your-own tobacco)**

Column (a): Enter the name and address of the nonparticipating manufacturer of the brand family of cigarettes reported in Column (b).

Column (b): Enter the brand family of the cigarettes in current inventory (do not abbreviate). 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 (c): Enter the number of *unstamped packs* of the brand family of cigarettes reported in column (b), in your possession at the *beginning* of the month.

Column (d): Enter the number of *unstamped packs* of the brand family of cigarettes reported in column (b) in your possession at the *end* of the month.

Column (e): Enter the number of *stamped packs* of the brand family of cigarettes reported in column (b), in your possession at the *beginning* of the month.

Column (f): Enter the number of *stamped packs* of the brand family of cigarettes reported in column (b) in your possession at the *end* of the month.

Total: Enter the sum of each of columns (c), (d), (e), and (f).

**Special Instructions for Schedule A-1
Participating Manufacturer’s Cigarettes Received in Arizona
(except roll-your-own tobacco)**

This report must be completed for every cigarette brand family (excluding roll-your-own tobacco) manufactured by a participating manufacturer that is received by the distributor within this state regardless of whether it was subsequently exported.

Column (a): Enter the name of the participating manufacturer of the brand family of cigarettes reported in Column (d).

Column (b): Enter the name and address of person(s) from whom purchased if other than the participating manufacturer, of the brand family of cigarettes reported in Column (d).

Column (c): Enter the date and invoice number of the invoice pursuant to which you purchased or acquired the cigarettes identified in Column (d).

Column (d): Enter the brand family of the cigarettes received (do not abbreviate). 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 (e): Enter the number of packages of 20 cigarettes received in Arizona during the month.

**Special Instructions for Schedule A-2
Nonparticipating Manufacturer's (NPM) Cigarettes
Received in Arizona (except roll-your-own tobacco)**

This report must be completed for every cigarette brand family (excluding roll-your-own tobacco) manufactured by a NPM that is received by the distributor within this state regardless of whether it was subsequently exported.

Attach copies of invoices to Schedule A-2 for purchases from nonparticipating manufacturers.

Column (a): Enter the name and address of the nonparticipating manufacturer of the brand family of NPM cigarettes reported in Column (d).

Column (b): Enter the name and address of the person from whom the NPM cigarettes reported in Column (d) were purchased if different from the NPM identified in Column (a).

Column (c): Enter the date and invoice number of the invoice pursuant to which you purchased or acquired the cigarettes identified in Column (d).

Column (d): Enter the brand family of the NPM cigarettes received (do not abbreviate). 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 (e): Enter the number of packages of 20 cigarettes or the number of individual NPM cigarettes, *excluding roll-your-own*, received monthly in Arizona.

**Special Instructions for Schedule A-3
Participating Manufacturer's Cigarettes
Sold or Transferred in Arizona
(except direct sales to consumers and roll-your-own tobacco)**

Column (a): Enter the name of the participating manufacturer of the brand family of cigarettes reported in Column (d).

Column (b): Enter the name and address of person to whom the participating manufacturer cigarettes reported in Column (d) were sold to.

Column (c): Enter the date and invoice number of the invoice pursuant to which you purchased or acquired the cigarettes identified in Column (d).

Column (d): Enter the brand family of the cigarettes sold (do not abbreviate). 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 (e): Enter the number of packages of 20 cigarettes sold or transported in Arizona during the month, excluding direct sales to consumers.

**Special Instructions for Schedule A-4
Nonparticipating Manufacturer's Cigarettes
Sold or Transferred in Arizona
(except direct sales to consumers and roll-your-own tobacco)**

Column (a): Enter the name of the nonparticipating manufacturer of the brand family of NPM cigarettes reported in Column (d).

Column (b): Enter the name and address of person to whom the nonparticipating manufacturer cigarettes reported in Column (d) were sold to.

Column (c): Enter the date and invoice number of the invoice pursuant to which you sold the NPM cigarettes identified in Column (d).

Column (d): Enter the brand family of the NPM cigarettes sold (do not abbreviate). 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 (e): Enter the number of packages of 20 cigarettes or the number of individual NPM cigarettes, excluding roll-your-own, sold or transported in Arizona during the month, excluding direct sales to consumers.

**Special Instructions for Schedule A-5
Direct Sales of Participating Manufacturer's Cigarettes
to Consumers (except roll-your-own tobacco)**

Column (a): Enter the name and address of the participating manufacturer of the brand family of cigarettes reported in Column (d).

Column (b): Enter the date and invoice number of the invoice pursuant to which you sold the cigarettes identified in Column (d).

Column (c): Enter the brand family of the cigarettes sold (do not abbreviate). 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 sold or transported in Arizona during the month, excluding direct sales to consumers.

**Special Instructions for Schedule A-6
Direct Sales of Nonparticipating Manufacturer's Cigarettes
to Consumers (except roll-your-own tobacco)**

Column (a): Enter the name and address of the nonparticipating manufacturer of the brand family of cigarettes reported in Column (d).

Column (b): Enter the date and invoice number of the invoice pursuant to which you sold the NPM cigarettes identified in Column (d).

Column (c): Enter the brand family of the NPM cigarettes sold (do not abbreviate). 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 or the number of individual NPM cigarettes, excluding roll-your-own, sold or transported in Arizona during the month, excluding direct sales to consumers.

**Special Instructions for Schedule A-7
Participating Manufacturer's Cigarettes Stamped for Sale
in Arizona (except roll-your-own tobacco)**

This report must be completed for every cigarette brand family manufactured by a participating manufacturer for which the distributor affixed the excise stamp of this state or otherwise paid state excise taxes.

Column (a): Enter the name of the participating manufacturer of the brand family of cigarettes reported in Column (c).

Column (b): Enter the name and address of person(s) from whom purchased if other than the participating manufacturer, of the brand family of cigarettes reported in Column (c).

Column (c): Enter the brand family of the cigarettes received (do not abbreviate). 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 for which the distributor affixed the excise stamp of this state or otherwise paid state excise taxes during the month.

**Special Instructions for Schedule A-8
Nonparticipating Manufacturer's (NPM) Cigarettes
Stamped for Sale in Arizona (except roll-your-own tobacco)**

This report must be completed for every cigarette brand family (excluding roll-your-own tobacco) manufactured by a NPM for which the distributor affixed the excise tax stamp of this state or otherwise paid state excise taxes.

Column (a): Enter the name and address of the nonparticipating manufacturer of the brand family of NPM cigarettes reported in Column (d).

Column (b): Enter the name and address of the person from whom the NPM cigarettes reported in Column (d) were purchased if different from the NPM identified in Column (a).

Column (c): Enter the date and invoice number of the invoice pursuant to which you purchased or acquired the cigarettes identified in Column (d).

Column (d): Enter the brand family of the NPM cigarettes (do not abbreviate). 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 (e): Enter the number of individual NPM cigarettes or packages of 20 cigarettes, *excluding roll-your-own*, for which the distributor affixed the excise tax stamp of this state or otherwise paid state excise taxes.

**Special Instructions for Schedule B
Sales to Indian Retailers on the Reservation**

COMPLETE A SEPARATE SCHEDULE B FOR EACH RESERVATION.

List all sales to authorized Indian retailers. For a current list of retailers authorized to receive red or green stamped cigarettes, call the Arizona Department of Revenue Tobacco Tax Section at (602) 716-7808. Each transaction must include the following:

Column (a): Enter the registration number and name of the retailer.

Column (b): Enter invoice date.

Column (c): Enter invoice number.

Column (d): Enter number of blue stamped 20s sold.

Column (e): Enter number of red stamped 20s sold.

Column (f): Enter number of green stamped 20s sold.

Line 1: Enter the Total by Reservation for each of columns (d), (e) and (f).

Line 2: For each of columns (d), (e) and (f), enter the totals of all other attached sheets of Schedule B.

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

**Special Instructions for Schedule C-1
Export of Participating Manufacturer's Cigarettes
(except roll-your-own tobacco)**

USE SEPARATE SHEETS FOR EACH STATE. Submit a copy to the taxing authority of the state of destination of the exempt luxury. If cigarettes are tax-paid for consignee state and are delivered to retailers or placed in vending machines in that state, it is not necessary to show the detail of such sales. Show such sales on one line with notation, "Sold to dealers or placed in vending machines tax-paid."

Column (a): Enter the date of shipment of transfer out of state.

Column (b): Enter the invoice number of the product shipped into another state.

Column (c): Enter the name and address of the participating manufacturer from whom product was received.

Column (d): Enter the name, address, and city of the company or person to whom cigarettes were sold or transferred.

Column (e): Enter the brand family of the product sold or transferred out of state.

Column (f): Enter the number of packages of 20 cigarettes.

Column (g): Indicate whether or not the shipped cigarettes were tax-paid for the consignee state.

Line 1: Enter the total of column (f) for this page only.

Line 2: Enter the totals from column (f) of all other attached sheets of Schedule C-1.

Line 3: Add lines 1 and 2 of column (f), and enter the grand total on line 3.

Special Instructions for Schedule C-2

**Export of Nonparticipating Manufacturer's (NPM) Cigarettes
(except roll-your-own tobacco)**

USE SEPARATE SHEETS FOR EACH STATE. Submit a copy to the taxing authority of the state of destination of the exempt luxury.

- Column (a):** Enter the date of shipment of transfer out of state.
- Column (b):** Enter the invoice number of the product shipped into another state.
- Column (c):** Enter the name and address of the nonparticipating manufacturer from whom product was received.
- Column (d):** Enter the name, address, and city of the company or person to whom cigarettes were sold or transferred.
- Column (e):** Enter the brand family of the product sold or transferred out of state.
- Column (f):** Enter the number of packages of 20 cigarettes.
- Column (g):** Indicate whether or not the shipped cigarettes were tax-paid for the consignee state.
- Line 1:** Enter the total of column (f) for this page only.
- Line 2:** Enter the totals from column (f) of all other attached sheets of Schedule C-2.
- Line 3:** Add lines 1 and 2 of column (f), and enter the grand total on line 3.

Special Instructions for Schedule E-1

**Sale of Unstamped Participating Manufacturer's Cigarettes
(except roll-your-own tobacco)
to Another Arizona Licensed Distributor**

USE SEPARATE SHEETS FOR EACH DISTRIBUTOR. Be sure to check the Arizona Department of Revenue's web site, www.azdor.gov, for a list of currently licensed distributors. Include the distributor's license number on the schedule.

- Column (a):** Enter the date of the sale.
- Column (b):** Enter the invoice number of the product sold.
- Column (c):** Enter the name and address of the participating manufacturer from whom product was received.
- Column (d):** Enter the brand family of the product sold.
- Column (e):** Enter the number of packages of 20 cigarettes.
- Line 1:** Enter the total of column (e) for this page only.
- Line 2:** Enter the totals from column (e) of all other attached sheets of Schedule E-1.
- Line 3:** Add lines 1 and 2 of column (e), and enter the grand total on line 3.

Special Instructions for Schedule E-2

**Sale of Unstamped Nonparticipating Manufacturer's (NPM) Cigarettes (except roll-your-own tobacco)
to Another Arizona Licensed Distributor**

USE SEPARATE SHEETS FOR EACH DISTRIBUTOR. Be sure to check the Arizona Department of Revenue's web site, www.azdor.gov, for a list of currently licensed distributors. Include the distributor's license number on the schedule.

- Column (a):** Enter the date of the sale.
- Column (b):** Enter the invoice number of the product sold.
- Column (c):** Enter the name and address of the nonparticipating manufacturer from whom product was received.
- Column (d):** Enter the brand family of the product sold.
- Column (e):** Enter the number of packages of 20 cigarettes.
- Line 1:** Enter the total of column (e) for this page only.
- Line 2:** Enter the totals from column (e) of all other attached sheets of Schedule E-2.
- Line 3:** Add lines 1 and 2 of column (e), and enter the grand total on line 3.

No Nonparticipating Manufacturer Activity:

If you have **not** engaged in any activity required to be reported on Form 819, Schedule A-3 or A-5; Form 800-20, Schedule A-2 or A-4; or Form 800-25, Schedule A-2 or A-4, during the applicable period, you must complete and submit the form, ***Resident Distributor's Certification of No Nonparticipating Manufacturer Activity (In Lieu of Nonparticipating Manufacturers Schedules)***.