

## Instructions - Schedule C

Schedule C requires you to submit the following regarding the out-of-state sale of cigars and tobacco products:

- Name of purchaser
- Date shipped, invoice date and invoice number (**attach invoices for all transactions listed**)
- Type and amount of product

**A separate Schedule C must be submitted for each state into which the product was sold. Therefore, use the Schedule C Continuation Pages for each additional state. Once completed, add the totals for columns (d) through (h) from the Continuation Pages and place the totals in columns (d) through (h) on line 2 of Schedule C. Place the name of the state in the space entitled “Tobacco Product Exported To” at the upper-left portion of each page.**

**Column (a):** Enter the name of the purchaser.

**Column (b):** Enter the date you shipped the cigars and/or tobacco products.

**Column (c):** Enter the invoice date and number.

**Column (d):** Enter the number of **individual** small cigars exported. DO NOT enter the number of packs or boxes of small cigars.

**Column (e):** Enter the number of **individual** cigars exported (exclude the cigars entered in column (d)). DO NOT enter the number of packs or boxes of cigars.

**Column (f):** Enter the total number of ounces of Roll-Your-Own Tobacco exported. Provide the exact number of ounces per shipment (do not round).

**Column (g):** Enter the total number of ounces of tobacco products (other than Roll-Your-Own) exported that contain at least fifty percent (50%) tobacco (i.e., tobacco accounts for at least half of the product’s weight). Examples often include Smoking Tobacco, Snuff, Fine Cut Chewing Tobacco and certain Wraps. Provide the exact number of ounces per shipment (do not round up or down).

**Column (h):** Enter the total number of ounces of tobacco products exported that contain less than fifty percent (50%) tobacco (i.e., tobacco accounts for less than half of the product’s weight). Examples often include Cavendish, Plug, Twist, Shisha (Hookah) and many Wraps. Provide the exact number of ounces per shipment (do not round up or down).

- **Line 1:** Enter the Totals for columns (d) through (h) on Schedule C.
- **Line 2:** Enter the Totals for columns (d) through (h) from all Schedule C Continuation Pages.
- **Line 3:** Add lines 1 and 2 for columns (d) through (h).
- **Line 3a:** Divide line 3, column (d) by 20. You will multiply this number by the tax rate on line 3b, column (d) to calculate the net tax for line 4, column (d).
- **Line 3b:** Total Tax Rates: These are the rates applicable to the tobacco categories identified in the headings of columns (d) through (h).
- **Line 4:** For column (d), multiply the number on line 3a, column (d) by the total rate on line 3b, column (d). Enter this number on line 4, column (d).
  - *For example:* In column (d), the amount on line 3 = 10,000, the Total Rate = .441 per 20. The formula to calculate the “Net taxes this month” for column (d) is:

$$10,000 \div 20 \times .441$$

- For columns (e) through (h), multiply the amount on line 3 by the applicable total rate on line 3b. Enter result for each column on line 4.
- **Line 5:** Calculate the total tax by adding the totals of line 4, columns (d) through (h). This number will be entered on line 2 of the Return.





**Instructions - Schedules C-1 & C-2**

Schedules C-1 and C-2 require you to submit the following regarding the export of Roll-Your-Own Tobacco from Arizona:

- Invoice date and number
- Name of the person to whom you exported the Roll-Your-Own Tobacco
- Manufacturer and Brand Family information
- Number of ounces of Roll-Your-Own Tobacco exported
- The identification of the state to which the Roll-Your-Own Tobacco was exported and a statement as to whether the other state's excise tax was paid

Schedule C-1 will contain data relating to Participating Manufacturer Roll-Your-Own Tobacco.

Schedule C-2 will contain data relating to Non-Participating Manufacturer Roll-Your-Own Tobacco.

**A separate Schedule C-1 or C-2 must be submitted for each state into which the Roll-Your-Own Tobacco was exported. Use the Schedule C-1 or C-2 Continuation Page for each additional state. Place the name of the state in the space entitled "Tobacco Product Exported To" at the upper-left portion of the page.**

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

**Column (b):** Enter the name of the person to whom you exported the Roll-Your-Own Tobacco.

**Column (c):** Enter the name of the Participating Manufacturer (Schedule C-1) or the name and address of the Non-Participating Manufacturer (Schedule C-2) of the Brand Family of Roll-Your-Own Tobacco reported in column (d).

**Column (d):** Enter the complete Brand Family of the Roll-Your-Own Tobacco exported. Do not abbreviate the name of the Brand Family.

**Column (e):** Enter the number of ounces of Roll-Your-Own Tobacco exported from Arizona.

**Column (f):** Indicate whether you paid the excise tax of the state to which you exported the Roll-Your-Own Tobacco.

- **Line 1:** Enter the Subtotal in columns (e) and (f) of Schedules C-1 and C-2.
- **Line 2:** For Schedule C-1 and C-2, enter in columns (e) and (f) the Totals from the corresponding Schedule C-1 and C-2 continuation pages.
- **Line 3:** To calculate the Grand Total of all states, add lines 1 and 2 for columns (e) and (f). Enter the grand total of each column on line 3.

**Submit a copy of the Schedules C-1 and C-2 to the taxing authority of the state to which you exported the Roll-Your-Own Tobacco.**

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/](http://www.azag.gov/consumer/Tobacco/).







