

TEXAS DISTRIBUTOR MONTHLY REPORT OF CIGAR AND/OR TOBACCO PRODUCTS - PRIOR TO 09/01/09

b. ■

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone numbers listed on this form.

a. T code ■ **18100**

c. Taxpayer number ■	d. Filing period	e. ■	f. Due date
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g. Taxpayer name and tax report mailing address (Make any name and address changes below)

h. IMPORTANT - Blacken this box if:

- your mailing address has changed,
- your permitted location address has changed, or
- you are no longer in business at this location. → 1.

i. ■	j. ■
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k. Location number
■

A CHANGE TO THE PERMITTED LOCATION ADDRESS WILL REQUIRE A NEW PERMIT. <i>(See instructions)</i>	i. Permitted location name and address:					<i>A REPORT MUST BE FILED EVEN IF NO TAX IS DUE.</i>
	SEE PRODUCT CLASS DEFINITIONS ON BACK OF FORM	CLASS A ENTER VALUE	CLASS B ENTER VOLUME	CLASS C ENTER VOLUME	CLASS D ENTER VOLUME	

SECTION I - PERMITTED LOCATION IN TEXAS (See instructions)

1. Purchases.....	■	.	■	■	■	■
2. Interstate sales	■	.	■	■	■	■
3. Federal / military sales..	■	.	■	■	■	■
4. Native American Reservation sales	■	.	■	■	■	■
5. Lost in shipment.....	■	.	■	■	■	■
6. Total deductions	■	.	■	■	■	■
7. Taxable amounts.....	■	.	■	■	■	■

SECTION II - PERMITTED LOCATION OUTSIDE TEXAS (See instructions)

8. Tobacco products sent to Texas.....	■	.	■	■	■	■
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SECTION III - PERMITTED LOCATION IN TEXAS - REPORTING TEXAS SALES ONLY (See instructions)

9. Tobacco products sold in Texas.....	■	.	■	■	■	■
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10. TAX RATE					
11. Tax Due.....		.		.	.

12. Net Tax Due (Total tax due from all columns in Item 11) 12. _____ .

13. Authorized Credits (See instructions) 13. ■ _____ .

14. Total Tax Due (Item 12 minus Item 13) 14. ■ _____ .

Form 69-101 (Rev. 8-09/14)

15. Penalty and interest (See instructions) 15. _____ .

16. TOTAL AMOUNT DUE AND PAYABLE (Item 14 plus Item 15) 16. ■ _____ .

Taxpayer name m. ■ n.

■ T Code ■ Taxpayer number ■ Period

Make the amount in Item 16 payable to STATE COMPTROLLER. Our mailing address is P.O. Box 149361, Austin, TX 78714-9361.

If you have any questions regarding Cigarette/Tobacco Tax, contact the Texas State Comptroller at (800) 862-2260 or (512) 463-3731.

I declare that the information in this document and all attachments is true and correct to the best of my knowledge and belief.

Authorized agent

sign here ▶

Preparer's name (Please print)

Daytime phone (Area code & number) Date

INSTRUCTIONS FOR COMPLETING THE TEXAS DISTRIBUTOR MONTHLY REPORT OF CIGAR AND/OR TOBACCO PRODUCTS - PRIOR TO 09/01/09

GENERAL INFORMATION

Who Must File - Any permitted distributor (sole owner, partnership, or corporation) who receives cigars and/or tobacco products for the purpose of making a first sale in Texas.

When to File - File this report and pay the tax due on or before the last day of the month following the month in which the tobacco products were received or sold in Texas. If the last day of the month falls on a Saturday, Sunday, or legal holiday, the next business day is the due date.

Supporting Documentation - Submit the following forms with your monthly distributor report:

Form 69-126 - Texas Distributor Report of Interstate Sales of Cigars and/or Tobacco Products.

Form 69-111 - Texas Distributor Receiving Record of Cigar and/or Tobacco Products.

Form 69-208 - Texas Tobacco Products Authorized Credits Letter (required if you report credits in Item 13). Do NOT include manufacturer affidavits and/or credit memos with your distributor report.

Form 69-302 - Texas Certificate of Tax Exempt Sale (required if you report tax exempt sales for the filing period).

For Assistance - Visit your local Comptroller field office or call one of the phone numbers listed on the front of this form.

Product Class Definitions:

Class A - Tobacco including snuff, pipe tobacco, twist, plug, and chew.

Class B - Little cigars with a weight of not more than 3 pounds per thousand.

Class C - Cigars weighing more than 3 pounds per thousand selling for 3.3 cents or less each.

Class D - Cigars weighing more than 3 pounds per thousand of natural leaf selling for over 3.3 cents each.

Class F - Cigars weighing more than 3 pounds per thousand of substantial non-tobacco filler selling for over 3.3 cents each.

SPECIFIC INSTRUCTIONS

Based on your reporting history, you are qualified to report as indicated on this report form. You must report using this method unless a change has been approved by the Comptroller's office. If your business practices have changed and the reporting section is no longer applicable, please contact the Comptroller's office at 1-800-862-2260, toll free nationwide.

Item 1: Permitted location - A change to the permitted location address will require you to complete and submit Form 69-121 Business Location Supplement for Cigarette and Tobacco Products. Operating without a valid permit is subject to a penalty of not more than \$2,000 for each violation. A separate offense is committed each day on which a violation occurs.

Items 1-9: For Column A, enter the value (sum of the manufacturer's, importer's, or supplier's list price for the reported products, in dollars and cents) of tobacco products in each item; for Columns B-D, and F, enter the volume of tobacco products in each item.

SECTION I - PERMITTED LOCATION IN TEXAS

Item 1 - Enter the amount of tobacco purchases for each product class in the appropriate column. Attach Form 69-111, Texas Distributor Receiving Record of Cigar and Tobacco Products, to support the reported data.

Item 2 - Enter the amount of tobacco products sold outside of Texas for each product class in the appropriate column.

Item 3 - Enter the amount of tobacco products sold to a federal or military establishment for each product class in the appropriate column. Attach Form 69-302, Texas Certificate of Tax Exempt Sale, to support the reported data.

Item 4 - Enter the amount of tobacco products sold to a Native American Reservation for each product class in the appropriate column. Attach Form 69-302, Texas Certificate of Tax Exempt Sale, to support the reported data.

Item 5 - Enter the amount of tobacco products lost in shipment for each product class in the appropriate column.

Item 6 - Enter the sum of Items 2 through 5 for each product class in the appropriate column.

Item 7 - Subtract Item 6 from Item 1 for each product class. Enter the result in the appropriate column.

SECTION II - PERMITTED LOCATION OUTSIDE TEXAS

Item 8 - Enter the amount of tobacco products sent to Texas for each product class in the appropriate column.

SECTION III - PERMITTED LOCATION IN TEXAS REPORTING TEXAS SALES ONLY

Item 9 - Enter only the amount of tobacco products sold in Texas for each product class in the appropriate column.

REPORT TOTALS

Item 11 - Multiply Item 7, 8, or 9, as applicable, by the appropriate tax rate for the product class. Enter the result for each in the appropriate column.

Item 12 - Enter the sum of Item 11 from all columns.

Item 13 - Enter the amount of authorized credits available for the report period. Authorized credits are limited to the net amount due in Item 12. Attach Form 69-208, Tobacco Products Authorized Credit Letter, to support the credits claimed on this report.

Item 14 - Subtract the amount in Item 13 from the amount in Item 12. Enter the result.

Item 15 - IF RETURN IS FILED OR TAX IS PAID AFTER THE DUE DATE, enter penalty. If 1 - 30 days late, enter 5% of Item 14; if more than 30 days late, enter 10% of Item 14. The minimum penalty is \$50.

IF ANY TAX IS UNPAID 61 DAYS AFTER THE DUE DATE, enter penalty and interest on the amount in Item 14. Calculate interest at the rate published online at www.window.state.tx.us, or call the Comptroller toll free at (877) 447-2834, for the applicable interest rate.