



# State of Illinois Tobacco Product Distributor Affidavit for 2019 Sales

See Page 4 Instructions before completing

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The following affidavit must be completed if your business has an Illinois Tobacco Products license. You are required to complete this affidavit even if your Tobacco Products license is currently inactive but was active at any time during 2019. All sections of the affidavit must be completed. If a certain section does not apply to your business please mark it with "n/a" and give a brief explanation.

## Part 1: Distributor Identification

|   |        |                          |           |
|---|--------|--------------------------|-----------|
| Company Name:                                       |        | FEIN:                    |           |
| Mailing Address:                                    |        |                          |           |
| City:   | State: |                          | Zip Code: |
| Phone:  | Fax:   | Web Address:             |           |
| Illinois Business Tax No.:                          |        | Illinois TP License No.: |           |
| Name and title of person completing this affidavit: |        |                          |           |

## Part 2: Designated Contact

|                  |        |        |           |
|------------------|--------|--------|-----------|
| Name:            |        | Title: |           |
| Mailing Address: |        |        |           |
| City:            | State: |        | Zip Code: |
| Phone:           | Fax:   | Email: |           |

## Part 3: Questions relating to your business

A. Our sales of tobacco products are to the following: (Check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Sales to other distributors | <input type="checkbox"/> Retail sales to customers | <input type="checkbox"/> Mail order sales |
| <input type="checkbox"/> Sales to retailers          | <input type="checkbox"/> Internet sales            | <input type="checkbox"/> Other _____      |

B. Our sales of tobacco products represent (Check all that apply)

- |   |  |                                       |                                 |
|---|--|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Stamped Cigarettes   | <input type="checkbox"/> <b>RYO/MYO for which WE PAY<br/>The Illinois OTP Tax</b>                  | <input type="checkbox"/> Pipe Tobacco | <input type="checkbox"/> Vape   |
| <input type="checkbox"/> Unstamped Cigarettes | <input type="checkbox"/> <b>RYO/MYO for which<br/>ANOTHER ENTITY PAYS the<br/>Illinois OTP Tax</b> | <input type="checkbox"/> Snuff        | <input type="checkbox"/> E-cigs |
| <input type="checkbox"/> "Little Cigars"      | <input type="checkbox"/> Other: _____  | <input type="checkbox"/> Cigars       | <input type="checkbox"/> Hookah |

C. If you placed a ✓ on RYO/MYO for which ANOTHER ENTITY PAYS the Illinois OTP tax in Part 3 B, please list the name of the product and the name of the entity that pays the Illinois OTP tax. Attach additional pages as needed.

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| <b>Part 5: Little Cigars (Attach additional pages as necessary)</b>   |              | <b>You must check Yes or No</b> |                 |          |
|---|--------------|---------------------------------|-----------------|----------|
| <b>The Tobacco Products Tax Act defines a "little cigar" as any roll that is made in whole or in part of tobacco and has an integrated cellulose acetate filter, weighs less than 4 pounds per thousand, and has a wrapper or cover that also is made in whole or in part of tobacco.</b> |              |                                 |                 |          |
| A. Did your business sell Little Cigars, as defined above, in Illinois in 2019? <input type="checkbox"/> Yes <input type="checkbox"/> No  |              |                                 |                 |          |
| B. If yes, list the brand, manufacturer, sticks sold, number per pack and name of company from whom the brand was purchased.  |              |                                 |                 |          |
| Brand   | Manufacturer | Volume                          | Number Per Pack | Supplier |
|   |              |                                 |                 |          |
|   |              |                                 |                 |          |
|   |              |                                 |                 |          |
|   |              |                                 |                 |          |
| C. Did your business sell Little Cigars, <b>other than those defined above</b> , in Illinois in 2019? <input type="checkbox"/> Yes <input type="checkbox"/> No  |              |                                 |                 |          |
| D. If yes, list brand, manufacturer sticks, stick sold per pack and name of company from whom the brand was purchased.  |              |                                 |                 |          |
| E. If you placed a <input checked="" type="checkbox"/> on Yes for Part 5 C, provide documentation proving cigars weight 4 or more pounds per thousand. <input type="checkbox"/> Provided  |              |                                 |                 |          |
| Brand   | Manufacturer | Volume                          | Number Per Pack | Supplier |
|   |              |                                 |                 |          |
|   |              |                                 |                 |          |
|   |              |                                 |                 |          |
|   |              |                                 |                 |          |

| <b>Part 6: Internet/Mail Order Sales</b>  |  | <b>You must check Yes or No or Not Applicable</b>   |   |
|---|--|---|---|
| Has the Illinois OTP tax been paid prior to sale via internet or mail order?                                      |  | <u>Internet Sales</u><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Not Applicable | <u>Mail Order Sales</u><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Not Applicable |
| Are Internet/Mail Order sales made with permission of the Manufacturer?   |  | <u>Internet Sales</u><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Not Applicable | <u>Mail Order Sales</u><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Not Applicable |
| If yes, list the manufacturers:   |  |   |   |
| <b>For Internet Sales</b> , please provide the website address(es) that are used for the sales:                   |  |   |   |
| <b>For Mail Order Sales</b> , please identify the publications or other venues where the products are advertised: |  |   |   |

| <b>Part 7: Cigarette Machine Sales</b>  |  | <b>You must check Yes or No</b> |                             |
|---|--|---------------------------------|-----------------------------|
| Does your business have a Cigarette Machine that your employees and/or customers use to make stick cigarettes onsite from RYO/MYO, pipe or other tobacco? |  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No |
| Do you have a Cigarette Machine operator license?   |  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No |

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## Part 8: Distributor Certification

Under penalties of perjury, I state that, to the best of my knowledge, all of the information contained in this Affidavit and any attached documents are true and accurate. ***This document must be signed and dated by an authorized notary public.***

\_\_\_\_\_  
Distributor's Designee (Print Name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Distributor's Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary

Subscribed and sworn to \_\_\_\_\_  
before me this date:

\_\_\_\_\_  
County

\_\_\_\_\_  
Commission Expires

## Submit the completed Affidavit to:

**Illinois Attorney General  
Tobacco Enforcement Bureau  
500 South Second Street  
Springfield IL 62706**

### For Additional Forms and Information

Phone (217) 785-8541

Fax (217) 524-4701

[www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov) (Click on Tobacco)

### Instructions:

- All TP license holders must complete this Affidavit, regardless of whether they sold tobacco products during 2019.
- Do not include product on which the OTP tax was paid by another licensee in response to Part 4.
- Where one company holds a number of licenses, each license holder must complete a separate Affidavit. The license holder that pays the Illinois OTP tax must complete Parts 4-5.
- Respond to each item. If a question does not apply, please explain.
- Distributors are responsible for their own calculations. If computer reports are provided in response to Parts 4 and 5, they must include the total for 2019 by brand family.
- Attach additional pages as needed and where explanations are required.
- Cigarette Making Machine as used in Part 7 refers to the machines that are made available for use in a commercial setting, including retail locations and locations where the machines are made available to members of a "social club" or "non-profit." It does NOT include cigarette rolling machines intended and designed for use by individual consumers who do not intend to offer the resulting product for resale. Hot Rod Filling Station is an example of Cigarette Making Machine.

### "Little Cigars"

- Effective July 1, 2013 Illinois legislation classifies little cigars as cigarettes for tax purposes and requires "Little Cigars" that meet the definition of "any roll, made wholly or in part of tobacco, where each roll has an integrated cellulose acetate filter and weighs less than 4 pounds per thousand and the wrapper or cover of which is made in whole or in part of tobacco" to be stamped with an Illinois cigarette excise tax stamp for those in packs of 20 or 25 and for those in packs of other than 20 or 25 to have the tax paid at the same rate as cigarettes.
- "Little Cigars" as used in Part 3 and Part 5 refer to any roll, made wholly or in part of tobacco, where such roll has an integrated cellulose acetate filter and weighs less than 4 pounds per thousand and the wrapper or cover of which is made in whole or in part of tobacco.
- Little Cigars also include any brands that continue to be taxed under OTP tax on or after July 1, 2013.