

CIGARETTE DISTRIBUTOR'S TAX REPORT

| | |
|-------------------------|------------------|
| DUE ON OR BEFORE | |
| [FOID] | YOUR ACCOUNT NO. |

| BOE USE ONLY | | |
|--------------|------|-----|
| RA-B/A | AUD | REG |
| RR-QS | FILE | REF |
| EFF | | |
| | | |

**READ INSTRUCTIONS
BEFORE PREPARING**

As a cigarette distributor in California, you are required to report all receipt, distribution, and inventory information for cigarettes in this state. Round all quantities and dollars reported to the nearest whole number.

| PART 1 - CIGARETTE STOCK AND TAX SUMMARY | | | NUMBER OF CIGARETTES |
|---|--|-----------------------------|----------------------|
| 1. Inventory first of month <i>(should agree with part 1, line 6 of previous month's report)</i> | 1a. Without stamps affixed | 1a. | |
| | 1b. With stamps affixed | 1b. | |
| | 1c. Total <i>(add lines 1a and 1b)</i> | | |
| 2. Product received without stamps affixed <i>(see Schedule 2A)</i> | | | 2. |
| 3. Product received with stamps affixed <i>(see Schedule 1A)</i> | | | 3. |
| 4. This line not used | | | 4. |
| 5. Total cigarettes to account for <i>(add lines 1c through 3)</i> | | | 5. |
| 6. Inventory end of month | 6a. Without stamps affixed | 6a. | |
| | 6b. With stamps affixed | 6b. | |
| | 6c. Total <i>(add lines 6a and 6b)</i> | | |
| 6d. Represents physical inventory - check here <input type="checkbox"/> Date of actual inventory _____ | | | |
| 7. Total distributions during month <i>(subtract line 6c from line 5)</i> | | | 7. |
| 8. Tax exempt distributions and product returned or destroyed | | NUMBER OF CIGARETTES | |
| 8a. Sold and shipped in interstate or foreign commerce <i>(see Schedule 7A)</i> | | 8a. | |
| 8b. United States constitutionally exempt transactions or those sold to interstate or foreign passenger common carriers | | 8b. | |
| 8c. Sold to U.S. Military exchanges, commissaries, ship stores, and U.S. Veterans Administration | | 8c. | |
| 8d. Sold by original importers to licensed distributors <i>(see Schedule 10B)</i> | | 8d. | |
| 8e. Stamp affixed and stamp unaffixed product returned or destroyed | | 8e. | |
| 8f. Total exemptions <i>(add lines 8a through 8e)</i> | | | 8f. |
| 9. Taxable Distributions <i>(subtract line 8f from line 7)</i> | | | 9. |
| 10. Rate of tax per cigarette | | | 10. \$ |
| 11. Tax value of taxable distributions <i>(multiply line 9 by line 10)</i> | | | 11. \$ |
| 12. Tax value of stamps affixed to packages sold <i>(enter from part 2, line 8)</i> | | | 12. \$ |
| 13. Difference, if any, between lines 11 and 12 <i>(subtract line 12 from line 11)</i> | | | 13. \$ |



| PART 2 - STAMP ACCOUNT FOR CALENDAR MONTH | | | TAX VALUE PRIOR TO DISCOUNT |
|---|---|-----|--------------------------------|
| 1. Inventory first of month <i>(should agree with part 2, line 5 of previous month's report)</i> | 1a. Tax value of unaffixed stamp inventory | 1a. | |
| | 1b. Tax value of stamps affixed to packages | 1b. | |
| | 1c. Total <i>(add lines 1a and 1b)</i> | | |
| 2. Tax value of stamps purchased | | | 2. \$ |
| 3. Tax value on tax-paid cigarette receipts | | | 3. \$ |
| 4. Total tax value to account for <i>(add lines 1c through 3)</i> | | | 4. \$ |
| 5. Inventory end of month | 5a. Tax value of unaffixed stamp inventory | 5a. | |
| | 5b. Tax value of stamps affixed to packages | 5b. | |
| | 5c. Total <i>(add lines 5a and 5b)</i> | | |
| 6. Tax value of stamps used <i>(subtract line 5c from line 4)</i> | | | 6. \$ |
| 7. Unusable stamps for which claim has been filed | | | 7. \$ |
| 8. Tax value of stamps affixed to packages sold <i>(subtract line 7 from line 6, also enter on part 1, line 12)</i> | | | 8. \$ |

CERTIFICATION

I hereby consent to disclose and authorize the BOE to release, as necessary, certain otherwise confidential transaction information regarding quantities, invoice numbers, bills of lading, locations, dates, method of delivery, or any other applicable information to any person identified by me in this tax form as being involved in a reported transaction for the sole purpose of verifying the accuracy of the reportable product transaction information concerning my transactions with such person as reported in this tax form.

| | | | |
|--|----------------------|------------------|------|
| <i>I hereby certify that this report, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct, and complete report.</i> | | EMAIL ADDRESS | |
| SIGNATURE | PRINT NAME AND TITLE | TELEPHONE () | DATE |

This report must be signed. Make a copy of this document and the accompanying schedules for your records.

INSTRUCTIONS

CIGARETTE DISTRIBUTOR'S TAX REPORT

GENERAL

The California State Board of Equalization (BOE) is responsible for administering the California Cigarette Tax Law. Cigarette distributors in California are required to report all receipt, distribution, and inventory for cigarettes in this state.

The *Cigarette Distributor's Tax Report* allows cigarette distributors to report receipt, distribution, and inventory information. Every distributor is required to keep daily records of the number of tax stamps used in their affixing operations. Distribution includes the sale of untaxed cigarettes, the use or consumption of untaxed cigarettes, and the placing of untaxed cigarettes into a vending machine or retail stock. Sale of cigarettes from one distributor to another distributor is taxable. An appropriate stamp shall be affixed to packages of cigarettes sold to another distributor.

If you are interested in filing this form electronically, or if you need help completing this form, please contact Special Taxes and Fees at 1-800-400-7115 (TTY:711).

To obtain the latest information on schedule filing instructions or reporting requirements, visit the BOE's website at www.boe.ca.gov.

FILING REQUIREMENTS

Every cigarette distributor in this state must file this report and supporting schedules on or before the 25th day of the month following the monthly reporting period. The report must cover all cigarette and stamp transactions for the entire month.

The supporting schedules, including [Schedule F](#), are considered an integral part of the report and must be submitted with this report. Your report is not considered valid unless it is signed and dated in the space provided at the bottom of the second page. You must file a report even if you have no activity for the reporting period. A duplicate of the report, together with all supporting records, should be retained on the licensed premises for verification by BOE auditors.

Adjustments or corrections to a report for a prior month should be made on an amended report for that month. Do not show such adjustments on this report.

If you have a cycle count inventory system and perpetual inventory system in place, the monthly statement shall be based on the perpetual inventory report run on the last business day of the month for which the distributor's report is filed. However, at least once every calendar year, the monthly statement shall be based on a physical inventory of cigarettes on hand on the last business day of the month for which the distributor's report is filed. A "cycle count inventory system" is a system that provides evidence that all cigarettes are counted on a regular basis, with each item being counted at least once every three-month period. A "perpetual inventory system" is a system in which inventory records are maintained and updated continuously as items are purchased or sold.

If you do not have a cycle count inventory system and perpetual inventory system in place, the monthly statement shall be based on the inventory on hand at the end of the month covered by the report. However, at least once every six months, the monthly statement shall be based on a physical inventory of cigarettes on hand performed within the last five days of the month for which the distributor's report is filed.

ACCOUNTABILITY

It is important that you report all transactions for which you are required to account on this report and the supporting schedules. The BOE will be comparing your receipts to the distributions manufacturers reported on their respective tax forms. Information on this report will be shared with, and used by, other government agencies. Failure to report fully may result in the BOE contacting you to determine why your reports differ from reports submitted by third parties.

PREPARATION OF SCHEDULES

A *Cigarette Tax Receipt Schedule* and *Cigarette Tax Disbursement Schedule* is included with every *Cigarette Distributor's Tax Report*. For detailed information regarding preparation of the schedules, see form BOE-810-CTE, *Instructions for Preparing Cigarette Tax Schedules*, on our website at www.boe.ca.gov/pdf/boe810cte.pdf.

PART 1 - CIGARETTE STOCK AND TAX SUMMARY

- General.** Round all quantities to the nearest whole number.
- Line 1a.** Enter the total number of cigarettes without stamps affixed that is held in inventory on the first day of the reporting period.
- Line 1b.** Enter the total number of cigarettes with stamps affixed that is held in inventory on the first day of the reporting period.
- Line 1c.** Enter the total number of cigarettes held on the first day of the reporting period by adding lines 1a and 1b of the report.
- Line 2.** Enter the total number of cigarettes received without stamps affixed.
- Line 3.** Enter the total number of cigarettes received with stamps affixed.
- Line 4.** Line is not used. Do not report a quantity in this line.
- Line 5.** Enter the total number of cigarettes to account for, by adding lines 1c through 3.
- Line 6a.** Enter the total number of cigarettes without stamps affixed that is held in inventory on the last day of the reporting period.
- Line 6b.** Enter the total number of cigarettes with stamps affixed that is held in inventory on the last day of the reporting period.
- Line 6c.** Enter the total number of cigarettes held in inventory on the last day of the reporting period by adding lines 6a and 6b.
- Line 6d.** Check the box if the inventory amounts reported on lines 6a and 6b are based on a physical inventory. Enter the date of the physical inventory on the line provided.
- Line 7.** Enter the total distributions during the month by subtracting line 6c from line 5.
- Line 8a.** Enter the total number of cigarettes sold and shipped in interstate or foreign commerce.
- Line 8b.** Enter the total number of cigarettes sold in transactions that are exempt from taxation under the United States Constitution or those sold to interstate or foreign passenger common carriers.
- Line 8c.** Enter the total number of cigarettes sold to U.S. Military exchanges, commissaries, ship stores, and the U.S. Veterans Administration.
- Line 8d.** Enter the total number of cigarettes sold by original importers to licensed distributors.
- Line 8e.** Enter the total number of cigarettes, stamps affixed or unaffixed, that were returned to the manufacturer or importer or were destroyed by casualty or witnessed/approved by the BOE.
- Line 8f.** Enter the total number of cigarettes distributed exempt, returned to the manufacturer or importer, or destroyed by adding lines 8a through 8e.
- Line 9.** Enter the total number of taxable cigarette distributions by subtracting line 8f from line 7.
- Line 10.** This is the current rate of tax per cigarette.
- Line 11.** Enter the tax value of taxable distributions by multiplying line 9 by line 10. Round the calculated amount to the nearest whole dollar.
- Line 12.** Enter the tax value affixed to packages sold from part 2, line 8 of the report.
- Line 13.** Enter the difference, if any, between lines 11 and 12 by subtracting line 12 from line 11.

PART 2 - STAMP STOCK AND TAX SUMMARY

- General.** Round all quantities reported to the nearest whole dollar.
- Line 1a.** Enter the tax value of stamps that are not affixed to packages that are held in inventory on the first day of the reporting period.
- Line 1b.** Enter the tax value of stamps that are affixed to packages that are held in inventory on the first day of the reporting period.
- Line 1c.** Enter the total beginning inventory of stamps by adding lines 1a and 1b.
- Line 2.** Enter the tax value of stamps purchased.
- Line 3.** Enter the tax value of tax-paid cigarette purchases.
- Line 4.** Enter the total tax value to account for, by adding lines 1c through 3.
- Line 5a.** Enter the tax value of stamps that are not affixed to packages that are held in inventory on the last day of the reporting period.
- Line 5b.** Enter the tax value of stamps that are affixed to packages that are held in inventory on the last day of the reporting period.
- Line 5c.** Enter the total ending inventory of stamps by adding lines 5a and 5b.
- Line 6.** Enter the tax value of stamps used by subtracting line 5c from line 4.
- Line 7.** Enter the total tax value of unusable stamps (affixed to packages or unaffixed) for which a claim has been filed.
- Line 8.** Enter the tax value of stamps affixed to packages sold by subtracting line 7 from line 6. Also enter this amount on part 1, line 12.

CIGARETTE DISTRIBUTOR SCHEDULE CODES AND MODE CODES**Receipt Schedules**

- 1A Stamp Affixed or Tax-Paid Product Received - Purchased
2A Stamp Unaffixed or Tax-Unpaid Product Received - Purchased

Disbursement Schedules

- 7A Exempt Distributions or Sales to Interstate or Foreign Commerce
10B Exempt Distributions or Sales by Original Importer to Licensed Distributor

Other Required Schedules

- F Schedule F

For detailed information regarding preparation of schedules, see BOE-810-CTE, *Instructions for Preparing Cigarette Tax Schedules*, available on our website at www.boe.ca.gov/pdf/boe810cte.pdf. If you need help completing this form, please call us at 1-800-400-7115 (TTY:711), or visit BOE's website at www.boe.ca.gov.

If you need additional information, visit the BOE website at www.boe.ca.gov or call the Customer Service Center at 1-800-400-7115 (TTY:711); from the main menu, select the option Special Taxes and Fees. Customer service representatives are available weekdays from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.