



# INSTRUCTIONS

Refund worksheets, original affidavits from the manufacturer for CIGARETTES, a copy of the credit memorandum from the manufacturer, a copy of the wholesale dealer's invoice to the manufacturer showing the cigarettes returned and the tax value, and a completed petition for refund must be mailed to the address on the previous page. Refund worksheets, original affidavits for tobacco products other than cigarettes (OTP), a copy of the credit memorandum from the manufacturer, and a copy of the wholesale dealer's invoice to the manufacturer showing the tobacco products returned and the tax value must be retained for a period of three years for audit purposes. OTP tax credits must be shown on the appropriate monthly tax return when proper documentation is received from the manufacturer.

To apply for a refund or credit for tobacco tax on products returned to a manufacturer, you must:

- A. Complete in detail the worksheet on the previous page.
- B. Attach the detailed original affidavit from the manufacturer which certifies the tobacco products received, the required Alabama stamps were affixed, if applicable, and the stamps have been destroyed.
- C. Attach a copy of the credit memorandum from the manufacturer that lists in detail the merchandise returned.
- D. Attach a copy of the wholesale dealer's invoice to the manufacturer showing in detail the products returned and the tax value of these tobacco products.
- E. Attach a completed petition for refund (form TOB: REF-1), which is found on the Department's website at [www.revenue.alabama.gov/tobaccotax/ttforms.html](http://www.revenue.alabama.gov/tobaccotax/ttforms.html).

**(The item numbers referred to below correspond with the item numbers on the worksheet.)**

1. Failure to complete all of Section 1 may delay the processing of your worksheet.
2. Enter the manufacturer's name. You may wish to use the following abbreviations:  

<b>BW</b> – Brown & Williamson	<b>LOR</b> – Lorillard	<b>RJR</b> – R.J. Reynolds	<b>UST</b> – U.S. Tobacco
<b>CWB</b> – Commonwealth Brands	<b>PM</b> – Philip Morris	<b>ST</b> – Star Tobacco	
<b>LG</b> – Liggett Group	<b>PMKT</b> – Premier Marketing	<b>SI</b> – Swisher International	
3. Enter the manufacturer's credit invoice number or manufacturer's folio number.
4. Enter the quantity of each individual item returned.
5. List the type and description of product returned. (For cigarettes include the number per pack.)
6. Enter the tax rate of each individual item.
7. Enter the total tax value of cigarettes only (item 4 x item 6). (Note: For tax paid on cigarettes prior to 5/18/04, tax rate was .165 (20/pk) and .20625 (25/pk).)
8. Enter the total tax value of other tobacco products only (item 4 x item 6).
9. Show the total tax value of cigarettes under item 7.
10. Show the total tax value of other tobacco products under item 8.
- 11a. Enter the total of item 9. (Complete a worksheet for each type of tobacco product.)
- 11b. Enter the total of item 10. (Complete a worksheet for each type of tobacco product.)
12. Enter 7-1/2% of item 11a (cigarettes only).
- 13a. Enter the net amount of refund (item 11a less item 12).
- 13b. Enter the credit amount (item 11b). This amount must be shown on line 6 of form TOB: OTP (Monthly State Tobacco Tax Return by Resident Distributors) or reflected in line 1 of form TOB: T-220A (Monthly State Tobacco Tax Return by Nonresident Distributors).

## SAMPLE WORKSHEET

2. MANUFACTURER	3. CREDIT / FOLIO NUMBER	4. QUANTITY (single pks.)	5. TYPE OF PRODUCT/ DESCRIPTION	6. TAX RATE	7. TAX VALUE Cigarettes Only	8. TAX VALUE Other Tobacco Products (OTP) Only	
BW	813707	1000	cigs. 20's	.425	425 00		
PM	020973	1000	cigs. 25's	.53125	531 25		
LOR	11111	500	cigs. 20's	.165	82 50		
<b>TOTALS</b>					9. 1,038 75	10.	
					Cigarettes		OTP
Gross Total .....					11a. 1,038 75	11b.	
Less 7-1/2% Discount .....					12. 77 91	N/A	
Net Amount of Refund or Credit .....					13a. 960 84	13b.	

## SAMPLE WORKSHEET

2. MANUFACTURER	3. CREDIT / FOLIO NUMBER	4. QUANTITY (single pks.)	5. TYPE OF PRODUCT/ DESCRIPTION	6. TAX RATE	7. TAX VALUE Cigarettes Only	8. TAX VALUE Other Tobacco Products (OTP) Only	
UST	429812	120	Snuff (2-1/2 to 5 oz.)	.06			7 20
SI	9113567	50	Snuff (5 to 6 oz.)	.08			4 00
<b>TOTALS</b>					9.	10. 11 20	
					Cigarettes		OTP
Gross Total .....					11a.	11b. 11 20	
Less 7-1/2% Discount .....					12.	N/A	
Net Amount of Refund or Credit .....					13a.	13b. 11 20	